



## ICC/Club Budget Request Guidelines for Special Allocations

(From De Anza Inter Club Council (ICC) Financial Code)

### III. DASB/ ICC ALLOCATIONS

#### C. Club Special Allocation request:

Club Budget request forms are due at least three (3) weeks prior to the club's sponsored event at the ICC Officers' Agenda Meeting on Mondays at 1:30 pm – 2:30 pm in the Student Council Chambers.

1. All requests for budget items must be submitted at the ICC Officers meeting to be considered for approval at the next ICC Meeting. The budget requests must have the designated officers signature and the Club Advisor's signature. A printout of Club's 44 account's balance must be attached to the budget request. The club representative must be present at the ICC Officers' Agenda Meeting to review the budget request and at the ICC Meeting on Wednesday to answer any questions.
2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on either the De Anza or Foothill Campus that is open to all De Anza students. The club must publicize the event.
3. All budget requests for student leadership workshops and club conferences will be handled by the ICC Officer's Agenda Meeting. Clubs will need to complete the conference applications and budget form and turn in at the Student Activities Office front desk.
4. Items not funded are: those that only benefit club members such as: t-shirts, refreshments for club events or off campus events, etc and alcohol or illegal substances.
5. Items with limitations:
  - a) Allocations for a speaker may not exceed \$300.00 and a panel of speakers not to exceed \$1,000.00.
  - b) Allocations for an entertainment performance may not exceed \$1,000.00
  - c) Allocations for a club banner may not exceed \$150.00 and is limited to one request every year.
  - d) Allocations for club capitol items may not exceed \$500.00 per fiscal year.
  - e) Allocations for a dance or club event will be limited to security and clean up costs not to exceed \$1,000.00.
  - f) Domain name and hosting service may not exceed \$150.00 per academic (July 1-June 30) year.
6. Allocation for a club event will be limited to \$1,500.00
7. All printed materials must be printed on recycled paper and state "Printing funded (partially) by ICC" on all the materials

D. The ICC Chair, ICC Chair of Finance, ICC Chair of Programs and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.

E. Once the allocation is approved by ICC, then a memo with the account # will be given to the club in their mailbox and to the club advisor(s). The club must process their financial matter within a period of three (3) weeks after the event. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Events account.

**Incomplete request form(s) or failure to attend the meetings will result in a delay of the budget requests.**



ICC/Club Budget Request for Special Allocations

For ICC use only
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(Please refer to the guidelines on the back page)

ICC/Clubs Budget Request are required a minimum of three (3) weeks prior to event.

Please bring this copy of this form and a copy of your club #44-XXXX account.

Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail: \_\_\_\_\_
Club Name: \_\_\_\_\_

- 1. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ \_\_\_\_\_
2. Amount of Club funds being used for this request: \$ \_\_\_\_\_
3. Event: \_\_\_\_\_

4. Date Funds will be used by: \_\_\_\_\_ 5 Proposed Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Table with 3 columns: Item Description, Club Requested Amount, and ICC Officer Recommendation. Rows include Supplies, Promotional Items, Printing, Speaker & Topic/ Entertainment, Equipment Rental/ Leasing, Advertisements, Web Site Support, and Capital.

Budget form will only be considered with these authorized signatures

14. \_\_\_\_\_ (H) \_\_\_\_\_ (C)
Officer's Name/Officer Title Signature Phone
15. \_\_\_\_\_ (H) \_\_\_\_\_ (C)
Officer's Name/Officer Title Signature Phone
16. \_\_\_\_\_
Club Advisor Signature Phone