



2024-2025 ICC/Club Budget Request

for Special Allocations

12/20/2024

For ICC use only

Qtr: F W S

Club Name: De Anza Students for Justice in Palestine (SJP)

Name: Chahid Bagdouri

Signature

Phone: (408) 876-1979

Email: bagdourichahid@gmail.com

1. Club Account Number: #44- 4813
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 150
3. Event /Date/Location ICC Cultural Day Event: 6/2/25; [Tentative] Naksa Day Teach-In, 6/2/25, PS&T Village

4. FUNDS WILL BE USED BY THIS DATE: _____ (Officer Use Only)

5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)

Speaker: \$300

Supplies: \$250: 1 traditional scarf: \$27.28, 1 flag: \$10.90, 1 flagpole: \$17.45,
 pack of lanyards for officers: ~ \$25, traditional artifact for display: \$60.02,
 remainder is for buffer room for miscellaneous supplies

La Voz ad: \$213.75: print ad: \$120, social media ads: 4 * \$15 = \$60, online sidebar ad: \$33.75

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>250</u>	\$ _____
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.\$ <u>300</u>	\$ _____
10. Equipment Rental (5310)	10 \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11 \$ <u>213.75</u>	\$ _____
12. Web Site Support/Insurance (5922)	12 \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>763.75</u>	\$ _____

Budget form will only be considered with these authorized signatures

15. <u>President</u>	<u>Chahid Bagdouri</u>	<u></u>	<u>(408) 876-1979</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Uzair Rao</u>	<u></u>	<u>(469) 786-4026</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. _____	<u>Abeer Alameer</u>	<u></u>	<u>4088645501</u>
Club Advisor	Name	Signature	Phone



ICC/Club Budget Request Guidelines
for Special Allocations
Please check the box if you meet the requirement

- The club is not on probation ☺
- The club has finished the last budget request. (forms all submitted and processed)
 - If no, please contact the ICC Chair of Finance to complete.
- Attach a copy of the club's 41-account balance.(Did club get funds from ICC already?)
- This is an on campus event.
- Have a brief plan about this budget request (date, location, what do you plan to purchase)
- The request does not include awards, refreshments, capital equipment or illegal items.
- Allocation for supplies for Club Day and Club sponsored event (usable goods, decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items
- Banner does not excess \$ 150.00
 - Attach the design of the banner.
- Printing does not excess \$ 250.00 and Club may not buy prepaid printing cards.
 - Printing materials will state "Funded by ICC"
- One speaker does not excess \$ 300.00, and total speakers do not excess \$ 800.00
- One entertainment performer does not excess \$ 300.00, and total performers do not excess \$ 800.00
- The total amount requested this time does not excess \$ 800.00
- The total requests do not excess \$ 1,000.00 in this fiscal year (including this request).
- Fill out the whole form at the front page.
- There are two club officers and one club advisor signatures.
- If I have any other question, I will look at the [ICC Financial Code](#) page 2 for help.
- I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm** Hybrid, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.