



2024-2025 ICC/Club Budget Request

for Special Allocations

12/20/2024

For ICC use only

Qtr: F W S

Club Name: 4 Elements of Hip Hop

Name: Isa Ono

Signature: *Isa Ono*

Phone: 4083969144

Email: 4elementsdeanza@gmail.com

1. Club Account Number: #44- 4267
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 328.85
3. Event /Date/Location Dance Battle Event/ Wed, Nov 26th/ Conference room A & B

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)

Budget to buy a foldable dance floor mat with storage bag, since the one we had got thrown away accidentally by the staff. We also need a speaker for our club events.

dance floor : \$100, speaker : \$300

ICC comments that the speakers violates ICC Financial Code

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ <u>400</u>	\$ <u>300</u>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9. \$ _____	\$ _____
10. Equipment Rental (5310)	10. \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11. \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12. \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>400.00</u>	\$ <u>300</u>

Budget form will only be considered with these authorized signatures

15. <u>President</u> Officer Title ((Co) President)	<u>Oscar Cruz</u> Name	<u><i>Oscar Cruz, Horn</i></u> Signature	4088785175 Phone
16. <u>VP</u> Officer Title (VP or Treasurer)	<u>Astrid Ahuelie</u> Name	<u><i>[Signature]</i></u> Signature	9168318685 Phone
17. <u>Advisor</u> Club Advisor	<u>Adriana Garcia</u> Name	<u><i>Adriana Garcia</i></u> Signature <small>Adriana Garcia (Oct 27, 2025 10:03:11 PDT)</small>	x5746 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 exceed \$ 150.00
 - Attach the design of the banner.
- Printing does not exceed \$ 250.00 and Club may not buy prepaid printing cards.
 - Printing materials will state "Funded by ICC"
- One speaker does not exceed \$ 300.00, and total speakers do not exceed \$ 800.00
- One entertainment performer does not exceed \$ 300.00, and total performers do not exceed \$ 800.00
- The total amount requested this time does not exceed \$ 800.00
- The total requests do not exceed \$ 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.

De Anza College Student Accounts

Project Activity Report

4 Elements Hip Hop Club

Report name: 4267 4 Elements Hip Hop Club

Include these dates: <Specific fiscal periods> (7/1/2025 to 6/30/2026)

Include these Projects: 4267

User has access to all Projects

<u>Account</u>	<u>Description</u>	<u>Date</u>	<u>Reference</u>	<u>Balance</u>
4267 - 4 Elements Hip Hop Club				
			<i>Beginning Balance</i>	\$328.85
			<i>Adjustments to Balance</i>	\$0.00
<No Account Number>				
			<i>Totals for <No Account Number></i>	<u>\$0.00</u>
			<i>Ending Balance</i>	\$328.85