



## 2024-2025 ICC/Club Budget Request for Special Allocations

12/20/2024

**For ICC use only**

Qtr:  F  W  S

# \_\_\_\_\_

**Club Name:** Iranian Students Association (ISA)

**Name:** Kiana Noorbakhshdamavandi

**Signature** \_\_\_\_\_

**Phone:** 408-707-8466

**Email:** dairantownclub@gmail.com

1. Club Account Number: #44- 4335
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ \$430.26
3. Event /Date/Location Yalda night Celebration , DEC 4TH 2025, De anza Campus, room S55

**4. FUNDS WILL BE USED BY THIS DATE:** 12/04/2025 **(Officer Use Only)**

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

we need to print flyers ( Staples, etc) \$20  
 paper plates, utensils, paper cups, etc ( dollar tree, etc) \$12  
 need to buy supplies (keychain, stickers, etc) ( Amazon ,etc)\$15

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ <u>\$27</u>	\$ <u>12</u>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ <u>\$20</u>	\$ <u>20</u>
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. \$ _____	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total:</b> \$ <u>\$47</u>	\$ <u>32</u>

*Budget form will only be considered with these authorized signatures*

15. <u>President</u> Officer Title ((Co) President)	Name <u>Saba Feilizadeh</u>	Signature <u>Saba</u> Phone <u>7472427129</u>
16. <u>Treasurer</u> Officer Title (VP or Treasurer)	Name <u>Kiana Noorbakhshdamavandi</u>	Signature _____ Phone <u>408-707-8466</u>
17. <u>Advisor</u> Club Advisor	Name <u>Mirsaeid Abolghasemi</u>	Signature <u>Mirsaeid</u> Phone <u>4083327064</u>



**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.

# De Anza College Student Accounts

## Project Activity Report

### Iran Town Club

Account	Description	Date	Reference	Balance
4335 - Iran Town Club				
			<i>Beginning Balance</i>	\$430.26
			<i>Adjustments to Balance</i>	\$0.00
<No Account Number>				
			<i>Totals for &lt;No Account Number&gt;</i>	<u>\$0.00</u>
			<i>Ending Balance</i>	<u>\$430.26</u>

# De Anza College Student Accounts

## Project Activity Report

Iran Town Club

<u>Account</u>	<u>Description</u>	<u>Date</u>	<u>Reference</u>	<u>Balance</u>
----------------	--------------------	-------------	------------------	----------------

Report name: 4335 Iran Town Club

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

Include these Projects: 4335

User has access to all Projects