



Budget Request Form
De Anza College
Inter Club Council (ICC)

Section A: Club Information

You can find Club Account number and balance information [here](#).

Club Name: _____

Requestor name: _____ Position at Club: _____

Club Email Address: _____ Club Account Number: #44- _____

Current Club Account Balance (Attach a copy of club account #44-XXXX): _____

A PDF copy of the club's fund 44 account balance has been attached to this request.

Section B: Event Information

Event name: _____

Event date: _____ Location: _____

Brief description of budget request (unit price, quantity, description of supplies, how it's used):

Section C: Request limitations

Please read the following carefully:

Club budget request forms must be submitted by the ICC Agenda Meeting at least two (2) weeks before the club's sponsored event to be considered for the next ICC Meeting. Late or retroactive requests will not be considered.

Per Event:

- Club event — \$800 max
- Guest Speaker / DJ / professional services — \$300 max per professional, or group (4+) \$800 max

Per Fiscal Year: (July 1 – June 30)

- Total club allocations — \$1,000 max
- Supplies (decorations, paper, tape) — \$250 max
 - not for fundraisers or giveaways
- Printing — \$250 max
 - No prepaid printing cards, must note "funded by ICC,"
- Domain & hosting — \$150 max
- Club banner — \$150 max
 - Once per year, Attach design with submission and present at Agenda Meeting

Not Funded:

- Club T-shirts, Awards, Food & refreshments, Capital equipment, Off-campus events, Alcohol or illegal materials, Expenses already paid by the club

Section D: Requesting Amounts

Object Code	Club Requested Amount	ICC Agenda recommendation
Supplies (4010)		
Banner (4013)		
Printing (4060)		
Technical & Professional Services (5214)		
Equipment Rental (5310)		
Advertisement (5745)		
Website Support/Insurance (5922)		
Grand Total Requested:		

Section E: Club Requirements

Please read the following carefully and check the box if you meet the requirement.

- This club is not on probation
- The club has finished the last budget request. (forms all submitted and processed)
 - If not, please contact the ICC Chair of Finance at ICCFinance@fhda.edu.
- A PDF copy of the club's [fund 44 account balance](#) has been attached to this request
- This is an on campus event
- The request does not include awards, refreshments, capital equipment, or illegal items.
- Submission to the ICC Chair of Finance is no later than two (2) weeks prior to the event.
- I will present this form and other support documents to the upcoming ICC Agenda Meeting after submitting the forms. You can find the dates to the agenda meetings at: <https://www.deanza.edu/clubs/iccmeetings.html>

Section F: Officer Signatures

Only the President, Co-President, VP, or Treasurer may sign budget requests. Budget form will only be considered with 2 authorized signatures and club advisor signature.

Officer Name (Print):

Position

Signature:



Club Advisor Name (Print):

Department

Signature:
