



# 2025-2026 ICC/Club Budget Request for Special Allocations

Rev 11/25/2025

<b>For ICC use only</b>	
Qtr:	<input type="checkbox"/> F <input type="checkbox"/> W <input checked="" type="checkbox"/> S
#	<u>26</u>

Club Name: AerospaCS

Submitter's Name: Wei Xi Kum

Signature:

Phone: 669-3406957

Email: weixikum@gmail.com

- Club Account Number: #44- 4507
- Current Club Account Balance (**Attach a copy of club account #44-XXXX**) \$ 200
- Event /Date/Location on-campus S48, 2 June 2026, Wind tunnel event

**4. FUNDS WILL BE USED BY THIS DATE:** 5 June 2026 **(Officer Use Only)**

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

[https://docs.google.com/spreadsheets/d/1pvrqc2m2FxI5GVVvKH\\_tH1fjHynisiEolbVAX7HSZo/edit?gid=0#gid=0](https://docs.google.com/spreadsheets/d/1pvrqc2m2FxI5GVVvKH_tH1fjHynisiEolbVAX7HSZo/edit?gid=0#gid=0)

This budget request supports the construction of a small wind tunnel test setup. The primary component is a fan (~\$35) to generate airflow through the system. Structural components include plywood for the contraction cone frame, foam board for the main body structure, and corrugated plastic sheets (~\$25) for lightweight paneling. An acrylic board (~\$16) will be used to construct the transparent test chamber, allowing observation of airflow and testing models. Additional materials such as hot glue or acrylic tape (~\$10) will be used for assembly and sealing. These materials are low-cost prototyping supplies necessary to build a functional wind tunnel for aerodynamic experiments.

Reviewed 04/27/2026

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>200</u>	\$ <u>\$200</u>
7. Banner (4013)	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 \$ _____	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total:</b> \$ _____	\$ <u>\$200</u>

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

15. Co-President	<u>Hans Gao</u>		<u>408-840-3551</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. Treasurer	<u>Wei Xi Kum</u>		<u>669-3406957</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. Club Advisor	<u>Saied Rafati</u>		_____
	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 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.