



# 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 checked="" type="checkbox"/> W <input type="checkbox"/> S	
# <u>2026</u>	

Club Name: Matcha Community Club

Submitter's Name: Thet Thu Thu Han Thar

Signature:

Phone: 408-581-4377

Email: matchacommunityclub.dac@gmail.com

1. Club Account Number: #44-4702 Reviewed in 1/12 ICC Agenda Meeting

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 50

3. Event /Date/Location Jan 22nd Winter Club Day

**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)

Matcha Club Stickers Total 360 pieces ( Including for further events ) - \$70

Only for decorative purposes - not as promo items

Banner -\$6

Banner Design ( Color paper pack & stationary supplies )- \$12

Printing & Invitation papers - \$10

Printing must include "Funded by ICC"

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>\$88</u>	\$ <u>88</u>
7. Banner (4013)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ <u>\$10</u>	\$ <u>10</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: \$ <u>\$98</u></b>	\$ <u>98</u>

Budget form will only be considered with these authorized signatures

15. President  
Officer Title ((Co) President)

Thet Thu Thu Han Thar  
Name

Signature

408-581-4377  
Phone

16. VP  
Officer Title (VP or Treasurer)

Khant Nyi Nyi Thant  
Name

Signature

415-725-4896  
Phone

17. Club Advisor  
Club Advisor

Noemi Teppang  
Name

Signature

4087917089  
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.