



ICC/Club Budget Request Guidelines for Special Allocations

(From De Anza Inter Club Council (ICC) Financial Code)

III. DASB/ ICC ALLOCATIONS

C. Club Special Allocation request:

Club budget request forms are due no later than three (3) weeks prior to the club's sponsored event at the ICC agenda meeting to be considered for the next ICC meeting.

1. All requests for budget items must be submitted at the ICC Agenda meeting by a club not on probation to be considered for the approval at the next ICC meeting. The budget requests must have the two (2) Officers designated signatures and a Club Advisor's signature. The club representative or the club advisor must be present at the ICC Agenda and ICC meetings to review the budget request.
2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on De Anza College that is open to all De Anza students. The club must publicize the event and list "Funded by ICC" on printed publicity.
3. A club may request a second budget once their first budget request has been spent.
4. Items not funded are those that only benefit club members such as: club t-shirts, awards, refreshments for club events, capital equipment or off campus events, and alcohol or illegal materials etc, and past items already paid by the club or club members/club advisors.
5. Items with Limitations:
 - a. Allocation for a speaker may not exceed \$300.00 and a panel of four or more speakers not to exceed \$1,000.00.
 - b. Allocation for an entertainment performance may not exceed \$1,000.00.
 - c. Allocations for a club banner may not exceed \$150.00 and it limited to one request every year. The club must submit the banner design at the ICC Agenda Meeting.
 - d. Allocation for a dance or club event will be limited to DJ, security and clean up costs not to exceed \$1,000.00.
 - e. Domain name and hosting service may not exceed \$150.00 per academic (July 1-June 30) year.
 - f. Allocation for supplies will be limited to \$200.00 per academic year.
6. Allocation for a club event will be limited to \$1,200 per academic year.
7. All printed materials must be printed on recycled paper and state "Printing fund (partially) by ICC on all the materials.
- D. The ICC Chair, ICC Chair of Finance, ICC Chair of Programs and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.
- E. Once the allocation is approved by ICC, then a memo with the account # will be given to the clubs in their mailbox and to the club advisor(s). The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks after the club event or by June 30 if funding is for an event or purchase in June. Any amount left in the designated account for clubs after the three (3rd) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting.

Incomplete request form(s) or failure to attend the meetings will result in a delay of the budget requests.



ICC/Club Budget Request
for Special Allocations

<p align="center">For ICC use only</p> <p>Qtr: <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S</p> <p># _____</p>

(Please refer to the guidelines on the back page)

ICC/Clubs Budget Request are required a minimum of three (3) weeks prior to event.

Please bring this copy of this form and a copy of your club #44-XXXX account.

Name: _____	Signature _____
Phone: (H) _____ (C) _____	E-mail: _____
Club Name: _____	Date: _____

1. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ _____
2. Amount of Club funds being used for this request: \$ _____
3. Event /Date/Location _____

4. FUNDS WILL BE USED BY THIS DATE: _____ 5. Proposed Date(s): _____

Location: _____

	Club Requested Amount	ICC Officer Recommendation
6. Supplies (Object Code 4010, Supplies)		
a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
7. Promotional (Object Code 4013, Banner)		
a) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
8. Printing (Object Code 4060, Printing)		
a) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
9. Technical & Professional Services/ Security (Object Code 5214, Clean Up, Speaker(s) & Topic/ Entertainment)		
a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
10. Equipment Rental (Object Code 5310)		
a) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
11. Advertisement (Object Code 5745, La Voz Ad)		
a) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
12. Web Site Support /Insurance (Object Code 5922)		
a) _____	\$ _____	\$ _____
Total	\$ _____	\$ _____
13. Grand total of items 6 – 12	\$ _____	\$ _____

Budget form will only be considered with these authorized signatures

14. _____	_____	(C) _____
Officer's Name/Officer Title	Signature	Phone
15. _____	_____	(C) _____
Officer's Name/Officer Title	Signature	Phone
16. _____	_____	(C) _____
Club Advisor	Signature	Phone