



# 2019-2020 ICC/Club Budget Request

for Special Allocations

<b>For ICC use only</b>
Qtr: <input type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S
# <u>2023-2024</u>

**Club Name:** De Anza Soccer Association (DASA)   
**Name:** Travis Huang **Signature** \_\_\_\_\_  
**Phone:** 4088216682 **Email:** travis.scott2005@gmail.com

1. Club Account Number: #44-4615
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 29.79
3. Event /Date/Location 10 January 2024

**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)

**For Winter Club day, we will need aro**  
Club unable to fix edit above, but requested funds for a promotional banner and flyers. Original 4010 request originally for soccer pennies for club member usage, which was removed as it is not related to Club Day and not a type of item ICC would fund. Requested 4010 money for decorations for Club Day, with ICC suggesting lower amount for the alternative items mentioned.

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>43.26</u>	\$ <u>25</u>
7. Promotional (4013, Banner)	7. \$ <u>20.00</u>	\$ <u>20</u>
8. Printing (4060)	8. \$ <u>3.00</u>	\$ <u>3</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>66.26</u> <u>0</u></b>	<b>\$ <u>48</u></b>

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

15. _____ Officer Title ((Co) President)	Name <u>Travis Huang</u> _____ Name	Signature _____ Signature	Phone <u>4088216682</u> _____ Phone
16. _____ Officer Title (VP or Treasurer)	Name <u>Alex Chien</u> _____ Name	Signature _____ Signature	Phone <u>408 6394688</u> _____ Phone
17. _____ Club Advisor	Name <u>Andrea Santa Cruz</u> _____ Name	Signature _____ Signature	Phone <u>408-864-8815</u> _____ 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. (zero balance in the club's 41-account)
  - If no, please contact the ICC Chair of Finance to clear your balance.
- 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 one).
- 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 Finance Code page 2 for help.
- I will submit this form and other documents to ICC Agenda Meeting on  
**Monday 1:30 pm - 2:25 pm** at Student Chamber B (Downstairs of De Anza Dining Service).
- Now you are all set. The ICC Chair of Finance will tell you the guidelines at the ICC Agenda Meeting.