



2024-2025 ICC/Club Budget Request

for Special Allocations

9/23/2024

For ICC use only

Qtr: F W S

Club Name: Inspire Biology

Name: Sanya Bhatnagar

Signature

Phone: 510 815 2292

Email: sanyabhatnagar96@gmail.com

1. Club Account Number: #44- 4693
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ _____
3. Event /Date/Location Club Day Fair

4. FUNDS WILL BE USED BY THIS DATE: October 10th (Officer Use Only)

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

1. flyers- \$20
2. banner- \$20
3. Supplies- \$50 (Markers, cardboards, poster charts)

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>50</u>	\$ _____
7. Promotional (4013, Banner)	7. \$ <u>20</u>	\$ _____
8. Printing (4060)	8. \$ <u>20</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 \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>90</u>	\$ _____

Budget form will only be considered with these authorized signatures

15. _____	<u>Jiaqi Huang</u>	<u></u>	<u>(650) 732-7088</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. _____	<u>Nicholas leon</u>	<u></u>	<u>650 861 6828</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. _____	<u>Bruce Heyer</u>	<u></u>	<u>408-864-9933</u>
Club Advisor	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. (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 - 2:20 pm at Student Chambers (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.