

5/15/2019



## 2019-2020 ICC/Club Budget Request

for Special Allocations

**For ICC use only**

Qtr:  F  W  S

# \_\_\_\_\_

**Club Name:** She in Us  
**Name:** Michelle Pak  
**Phone:** 6507870685

DocuSigned by:  
  
**Signature** \_\_\_\_\_  
BE8FE94030044EA...  
**Email:** michelletingpak@gmail.com

1. Club Account Number: #44- 4806
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 50
3. Event /Date/Location Spring Club Day on April 27, 2023 at De Anza's Sunken Garden

**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)**

pamphlet - unit price: \$0.5 , estimated quantity: 25 , description: handing out pamphlets to advertise our club during club day

posters - unit price: \$0.5, estimated quantity: 25, description: posters for club day

tablecloth - unit price: \$0.97, estimated quantity: 1, description: to cover the table

sharpies - unit price: \$9.35, estimated quantity: 1, description: 12 count

styrofoam sheet - unit price: \$21.85, estimated quantity: 1; description: pack of 4, for decor and display

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>65.13</u>	\$ _____
7. Promotional (4013, Banner)	7. \$ <u>0.00</u>	\$ _____
8. Printing (4060)	8. \$ <u>25.00</u>	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.\$ <u>0.00</u>	\$ _____
10. Equipment Rental (5310)	10 \$ <u>0.00</u>	\$ _____
11. Advertisement (5745, Facebook Ad)	11 \$ <u>0.00</u>	\$ _____
12. Web Site Support/Insurance (5922)	12 \$ <u>0.00</u>	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total:</b> \$ <u>90.13</u>	\$ _____

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

15. <u>President</u>	<u>Anna Liu</u>	
Officer Title ((Co) President)	Name	
16. <u>Treasurer</u>	<u>Michelle Pak</u>	
Officer Title (VP or Treasurer)	Name	
17. <u>Club Advisor</u>	<u>John K Swensson</u>	
Club Advisor	Name	

	<u>908-928-3106</u>
DocuSigned by: 	Phone
<small>BE8FE94030044EA...</small>	<u>6507870685</u>
Signature	Phone
	<u>4085904430</u>
Signature	Phone

Banner stand - unit price: \$29.99, estimated quantity: 1, description: used to hold club poster  
Tri-fold cardboard display board - unit price: \$2.97, estimated quantity: 1, description: to display sticky notes



**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.

**De Anza College Student Accounts****Project Activity Report**

4806 She In Us

<b>Account</b>	<b>Description</b>	<b>Date</b>	<b>Reference</b>	<b>Balance</b>
<b>4806 - She In Us</b>				
			<i>Beginning Balance</i>	\$0.00
			<i>Adjustments to Balance</i>	\$0.00
<b>44-72100-0000</b>				
44-72100-0000	Trf from Fund 41 DASG General .	03/31/2023	NewClubAllocation-She In Us	\$50.00
			<i>Totals for 44-72100-0000:</i>	<i>\$50.00</i>
			<i>Ending Balance</i>	<i>\$50.00</i>

# De Anza College Student Accounts

## Project Activity Report

4806 She In Us

### Criteria

Report name: 4806 She In Us

Include these dates: <Specific fiscal periods> (7/1/2022 to 6/30/2023)

Include these Projects: 4806

User has access to all projects