



2019-2020 ICC/Club Budget Request

for Special Allocations

5/15/2019

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

Club Name: 4Elements of Hip Hop

Name: Krishna Veni Sumesh

Signature:

Phone: (669) 500-5771

Email: 4elementsdeanza@gmail.com

Discussed in 4/15 ICC Agenda Meeting

1. Club Account Number: #44-4267
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 210.31
3. Event /Date/Location Club Day/ April 25th/ 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)

Linoleum floor for dance and injury prevention- Estimated \$70,1 quantity, flooring mat for break dancing to prevent injuries such hand blisters, knee injuries, and general scrapes and bruises.

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>70</u>	\$ <u>70</u>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
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>70</u>	\$ <u>70</u>

Budget form will only be considered with these authorized signatures

15. Co President
Officer Title ((Co) President)
16. Secretary Treasurer
Officer Title (VP or Treasurer)
17. Robert Alexander
Club Advisor

- Oscar Cruz
Name Melison Li
- Samantha Wong
Name _____
- Robert Alexander
Name _____

Signature _____ Phone (408) 878-5175

 Signature _____ Phone 510-203-5102

 Signature _____ Phone (408) 645-9131

 Signature _____ Phone 510-203-4549

 Signature _____ Phone (510) 631-2677



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 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 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.