El Camino College
INTER-CLUB COUNCIL

2019-20
BUDGET REQUEST FORM
&
Procedures

El Camino College Inter-Club Council
INTER-CLUB COUNCIL BUDGET REQUEST PROCEDURES

Funding considerations will be based on the criteria set by Inter-Club Council (see "Criteria for Requests" in this packet). Active clubs can submit requests for designated amounts, inactive clubs can request for up to $500 per semester. Please direct any inquiries regarding your club's active status to the ICC Director of the Review Board. There may be a limited amount allocated to any one club in order to distribute these funds equitably.

1. Complete the ICC Budget Request Form (which includes a section itemizing estimated expenses) including the appropriate signatures, along with signed club meeting minutes documenting that club voted to approve the event/expenditure, and an itemized budget of expenses and additional funding sources

2. The completed ICC Budget Request Form must be turned in to the ICC Director of Finance (MBBM 131) 7 business days prior to the ICC Cabinet Meeting (Wednesdays at 12:00 noon), before the ICC General meeting. (i.e. conference registration, large/expensive equipment, etc.)

3. The request will be referred to and reviewed by the ICC Cabinet at the next available meeting. A representative from the sponsoring organization must plan to attend both the ICC Cabinet meeting and the ICC general meeting to give presentations to include:

    ✦ visuals and/or hand-out material
    ✦ description of the event/activity
    ✦ explanation of the purpose of the event/activity
    ✦ answer questions from the members

    The ICC Cabinet will approve or disapprove of the request moving forward to the Inter-Club Council General Meeting. Then the Inter-Club Council will approve or disapprove.

4. If advanced payment is required for an event, the Request Form must be turned in at least 4 weeks prior to the event.

5. The Inter-Club Council Post-Program Report must be submitted no more than 14 days after the event date. Failure to submit the report by the required due date will affect future funding from Inter-Club Council.

All ICC Finance Items must be approved by 2/3 of the general meeting. The approved expenses are paid for directly from the designated ICC account(s), therefore it is the club's responsibility to work with the ICC Director of Finance immediately to prepare the necessary financial paperwork to arrange for payment. It takes 2 weeks to process the paperwork after it is submitted to the Student Development Office. Purchases must be made on or before the event date/Date of planned purchase. **The deadline is for financial paperwork to be processed through the ECC Accounting Office.** Any funds approved and/or spent but not processed through the ECC Accounting Office by June 30, 2020 will no longer be available through the Inter-Club Council accounts.

El Camino College Inter-Club Council
2019-20 BUDGET
ACCOUNTS AVAILABLE FOR CLUB FUNDING REQUESTS

ICC NEW CLUB SUPPORT (Acct #71-54550-00-836508-7670)

Suggested usage: New clubs approved by ICC during the Fall 2019, Spring 2020, Fall 2020, or Spring 2020 semesters are eligible to request $50.00 for new club support.

Club criteria for requesting this funding:

1. Request must be turned in before the last ICC Cabinet meeting of the Spring 2020 semester.
2. Must follow the "Inter-Club Council Budget Request Procedures".

ICC CLUB SUPPORT (Acct #71-54550-00-836515-7670)

Suggested usage: Club-sponsored programs/events, supplies, and photocopies. Cannot be used for fundraising purpose.

Club criteria for requesting this funding:

1. Club must have had representation at a minimum of 70% of the ICC meetings during the current or previous semester and promise to have representation at one additional meeting during the current semester to report on the activities for which the funding was requested.
2. Club must have completed at least two of the following options either during the current semester or previous semester:
   - Participated in an ICC event (excluding Club Rush)
   - Contributed to the planning of an ICC event (excluding Club Rush)
   - Helped to promote an ICC event (excluding Club Rush)
3. Club must follow the "Inter-Club Council Budget Request Procedures".
4. Attendance and participation at ICC general meetings and events as well as the club's own fundraising efforts will be greatly considered when determining each budget request allocation. In the event that two or more clubs are applying for funds, the club that fits the criteria best will be rewarded.

El Camino College Inter-Club Council

INTER-CLUB COUNCIL BUDGET REQUEST FORM

NAME OF CLUB_____ TODAY'S DATE_____

ICC REP NAME_____ PHONE #_____

Club Status: Active ❑   Inactive ❑   Email address:_____

If a club is requesting **Club Support funding**, please finish **Section 1-3 and Budget Outline**

If a **New Club** is requesting **New Club Support funding** only, check here ❑ and go directly to **Section 3**

SECTION 1 - INFORMATION ABOUT THE EVENT/ACTIVITY FOR WHICH MONEY IS REQUESTED
Name of Event/Activity: _____
Event Date(s)/Date of planned purchase:_____
Time:_____   Location:_____
Will funds be raised at the event: Yes ❑   No ❑ If yes, how much: $_____

SECTION 2 - ANSWER ALL OF THE FOLLOWING QUESTIONS
How will the event/purchase benefit El Camino Students?

What are the goals of your event/purchase?

Please describe your club's involvement with the Inter-Club Council this academic year? (i.e. Volunteer, events)

Is this event open to all ECC students? Yes ❑ No ❑ If not, how are students selected?

SECTION 3 - CLUB SIGNATURES (Must be completed before request is submitted)

NAME OF CLUB PRESIDENT:_____signature:_____

NAME OF CLUB ADVISER:_____ signature:_____

DATE RECEIVED BY SDO:_____   DATE RECEIVED BY ICC:_____
ICC CABINET MEETING ACTION DATE:_____   Recommended:_____ Denied:_____
  Amount Approved_____ Account Name & Number_____
  Amount Approved_____ Account Name & Number_____
INTER-CLUB COUNCIL ACTION Date:_____ Approved (vote)_____ Denied (vote)_____

El Camino College Inter-Club Council

INTER-CLUB COUNCIL BUDGET OUTLINE

Category	Item	Price per Unit	Quantities	Vendors	Source/Links if applicable	Amount $
Marketing Materials (i.e. Flyer)						
Equipment						
Uniforms & Apparels						
Decoration						
Registration Fee						
Speaker/ Honorarium						

Transportation					
Hotel Lodging					
Campus Staff (i.e. Police, Facilities)					
Food/ Beverages					
Others					

* Print multiple charts if your items can't fit into one.   **Total Amount: $**_____