

El Camino College
**INTER-CLUB
COUNCIL**

**2019-20
BUDGET
REQUEST
FORM
&
Procedures**

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). Clubs requesting funding from Inter-Club Council (with the exception of New Club Account requests), must have had representation at a minimum 70% of 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. 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). Obtain the appropriate signatures, along with signed club meeting minutes documenting that club voted to approve the event/expenditure.
2. The completed ICC Budget Request Form must be turned in to the ICC Director of Finance (mailbox at the Activities Center counter) by 12:00 noon the week prior to the ICC Cabinet Meeting (Wednesdays at 12:00 noon), before the ICC General meeting.
3. If the money requested is for an event, the Request Form must be turned in at least 4 weeks prior to the event.
4. The request will be referred to and reviewed by the ICC Cabinet at their next 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 recommend approval/disapproval of the request to the Inter-Club Council. Then the Inter-Club Council will approve/disapprove the recommendation of the ICC Cabinet. (It takes a 2/3 majority vote of ICC to override the decision of the ICC Cabinet).

5. If your request is approved, the money is not automatically transferred into the club's account. 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. Keep in mind that it takes 2 weeks to process the paperwork after it is submitted to the Student Development Office. **The deadline is June 30, 2020 for all funds to be actually spent and financial paperwork 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. If the amount approved is a loan to the club, an "ICC Loan Fund Agreement" form must be completed and must be on file in the Student Development Office prior to the transfer of funds to the club.
6. The club must have representation at an additional Inter-Club Council meeting during the current semester to report on the activities for which the funding was requested.
7. Food exemption forms aren't needed for food expenditures less than \$200. For more information, please refer to the Club Handbook.
8. Individual, pre-packaged, name brand, and non-perishable food items purchased from reputable sources do not have an expenditure limit for avoiding food forms.

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 or Spring 2020 semesters are eligible to request \$50.00 to "get started".

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.

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.

INTER-CLUB COUNCIL BUDGET REQUEST FORM

NAME OF CLUB _____ TODAY'S DATE: _____

ICC REP NAME _____ PHONE # _____

Club Status: Active Inactive Email address: _____

Please read the ICC Budget Request procedures and complete the appropriate sections below. This form must be turned in to the ICC Director of Finance (mail box at the Activities Center counter) by 12:00 noon the week prior to the ICC Cabinet meeting (Wednesdays at 12:00 noon).

SECTION 1 – INDICATE AMOUNT OF MONEY CLUB IS REQUESTING FROM ICC \$ _____

If a new club is requesting New Club Support funding only, check here and go directly to Section 6

SECTION 2 - INFORMATION ABOUT THE EVENT/ACTIVITY FOR WHICH MONEY IS REQUESTED

NAME OF EVENT/ACTIVITY: _____
 DESCRIPTION: _____
 EVENT DATE(S): _____ TIME: _____
 LOCATION: _____
 ADMISSION CHARGE: _____

SECTION 3 - LIST ESTIMATED EXPENSES (Attach additional sheets if appropriate)

Performer or Speaker Fee \$ _____
 ECC Campus Staff (i.e. Police, Theatre Techs, Maintenance) \$ _____
 Food \$ _____
 Decorations \$ _____
 Advertising/Printing..... \$ _____
 Other (explain) \$ _____
TOTAL EXPENSES..... \$ _____

SECTION 4 – INTER-CLUB COUNCIL PARTICIPATION

| List dates of three ICC meetings that your club has attended during the current or previous semester: | LIST two ICC activities in which your club has participated during the current or previous semester: | For each ICC activity check how your club was involved: |
|---|--|--|
| 1. | 1. | <input type="checkbox"/> Attended <input type="checkbox"/> Planned <input type="checkbox"/> Promoted |
| 2. | 2. | <input type="checkbox"/> Attended <input type="checkbox"/> Planned <input type="checkbox"/> Promoted |
| 3. | | |

Section 5 – CLUB EVENTS

List club events that your club has hosted in the past (most recent 3 Non-ICC events):

| Events Name | Date |
|-------------|------|
| 1. | |
| 2. | |
| 3. | |

SECTION 6 – CLUB SIGNATURES – Must be completed before request is submitted

NAME OF CLUB PRESIDENT: _____ signature: _____
 NAME OF CLUB ADVISER: _____ signature: _____

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) _____