



ICC FUNDS REQUEST

**Instructions:**

Complete each section of this form. Attach a detailed Budget Statement that includes itemized categories and the number of expected participants. Any changes must be approved in advance by the ICC. Events must be held on campus. Consideration will be given to state-recognized college conferences/ tournaments.

Funds must be spent as indicated on budget. Please remember to MAINTAIN ALL RECEIPTS as these will be needed for reimbursement. (ANY FUNDS NOT USED FOR THE EVENT WILL REVERT BACK TO THE ICC FUND).

Club & Event Information

CLUB NAME: _____ DATE: ____/____/____

CONTACT PERSON: _____ OFFICER TITLE: _____

PHONE #: _____ EMAIL: _____

DATE OF EVENT: _____ TIME: _____

Description of your club's activity [be sure to answer what, how, who (will be attending), and why]:

What type of activity will this be? Fundraiser Event (e.g. speaker, cultural celebration, etc.)
 Project Other _____

Is this a Free Event? YES NO

Is this event open to: club members all DVC students the public [check all that apply]

Funds Request Information

AMOUNT REQUESTED: \$ _____ [Check one box] ICC Funds ASDVC Funds

Are you requesting funds from another source? YES NO

Amount requested from the other source: \$ _____
[Check one box] ICC Funds ASDVC Funds

AVAILABLE CLUB FUNDS: \$ _____ As of DATE: _____

HAS CLUB RECEIVED PRIOR ICC FUNDS: YES NO IF YES, WHEN? _____

What was the amount? \$ _____

Signatures

Club Advisor Signature

ICC President

Club President

Student Life Manager or designee

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****Important Notes to Remember****

- ✓ You must request the maximum funds available from ICC before requesting funds from ASDVC.
- ✓ You can request up to \$500 for an event and up to \$300 for a fundraiser.
- ✓ Attach a detailed budget.
- ✓ Once you turn in the funds request, your request will be heard at the next WMC meeting. Please come to the meeting prepared to discuss your activity.
- ✓ Please submit the original ICC Funds Request along with your Activity Request to the Student Activities Coordinator, and submit a copy of the ICC Funds Request to the ICC Commissioner of Finance by the deadline.
- ✓ If your request is approved, you must submit your check request for reimbursement no later than two weeks after your club's activity. Late requests for reimbursement may not be approved.

****For Office Use Only****

APPROVED Date: _____

NOT APPROVED Date: _____

Amount Allocated: \$ _____

Actual Expenses: \$ _____

Total Amount of Reimbursement Request Received: \$ _____ Date: _____

Check(s) Issued: _____ **Check #** _____ **Date** _____