



2025-2026 ICC/Club Budget Request

for Special Allocations

For ICC use only	
Qtr: <input type="checkbox"/> F <input type="checkbox"/> W <input checked="" type="checkbox"/> S	
#	<u>2026</u>

Club Name: Journaling Club

Submitter's Name: Regina Tran

Signature:

Phone: 4082038335

Email: journalingclubdeanza@gmail.com

1. Club Account Number: #44- 72100-0000:

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 50

3. Event /Date/Location Spring Club Day

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)

1 \$150 Club Banner 3ft x 6ft for Spring Club Day (Attached is the image of the banner)

Reviewed in 04/13/2026 Meeting

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ _____	\$ _____
7. Banner (4013)	7. \$ <u>150</u>	\$ <u>150</u>
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>150</u>	\$ <u>150</u>

Budget form will only be considered with these authorized signatures

15. <u>President</u>	<u>Regina Tran</u>		<u>4082038335</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Vanessa Hu</u>		<u>4086677989</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. <u>Club Advisor</u>	<u>Millia Ison</u>		_____
Club Advisor	Name	Signature	Phone



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. (forms all submitted and processed)
 - If no, please contact the ICC Chair of Finance to complete.
- 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 request).
- 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 Financial Code](#) page 2 for help.
- I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm** Hybrid, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.