



2025-2026 ICC/Club Budget Request for Special Allocations

Rev 11/25/2025

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

Club Name: KGIS

Submitter's Name: Soyeon Sim

Signature:

Phone: (408) 316-2595

Email: soyeons0606@gmail.com

- Club Account Number: #44- 4699 Reviewed in 3/9 agenda meeting
- Current Club Account Balance (**Attach a copy of club account #44-XXXX**) \$ 441.43
- Event /Date/Location Nowruz / March 19, 2026 / Conference A & B

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)

- Fairy Lights, \$7.59, 1 set, warm white string lights to decorate the event for a festive atomsphere
- Pink Rose Wall Backdrop, \$11.99, quantity : 1, floral photo backdrop for Nowruz event photos and booth decoration
- AA batteries (4-pack), \$7.99, 1 pack, Batteries required power the fairy lights during the event

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>27.57</u>	\$ <u>27.57</u>
7. Banner (4013)	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>27.57</u>

Budget form will only be considered with these authorized signatures

- | | | | |
|---|-------------------------------|---------------|--------------------------------|
| 15. <u>President</u>
Officer Title ((Co) President) | <u>Alina Osmonova</u>
Name |
Signature | <u>408-581-3111</u>
Phone |
| 16. <u>Treasurer</u>
Officer Title (VP or Treasurer) | <u>Soyeon Sim</u>
Name |
Signature | <u>(408) 316-2595</u>
Phone |
| 17. <u>Club Advisor</u>
Club Advisor | <u>Manija Ansari</u>
Name |
Signature | <u>408 864 8826</u>
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.