Request for ICC Funds Proposal Form

The Inter-Club Council is committed to promoting club events and activities. Clubs may receive additional allocations for campus wide events by submitting the ICC Funds Proposal Form.

NOTE: A Club representative must be present at the ICC General Assembly meeting. Proposal form and club minutes should be submitted at least two weeks before the ICC agenda item to the Office of Student Activities. The item will be discussed at the following ICC meeting.

ICC fund proposal has three main components:

1) Proposal Form
2) Club minutes
3) Additional Supporting info – Attach if necessary

Proposal Form

Name of Club: ________________________________ Date of Submission: ________________

Contact Person: _______________________________ Position in Club: ________________

Email: ______________________________________ Phone: __________________________

Request is for (Check ALL that applies):
[ ] Performance funds [ ] Guest Speaker funds
[ ] Food funds [ ] Conferences
[ ] Events

Total funds for this club event cannot exceed what is stated in the ICC funding policy.

Name of Event: _______________________________ Date of Event: _____________________

Purpose of Event: [ ] Fundraising [ ] Outreach [ ] Leadership Development [ ] Education
[ ] Promoted Community [ ] Other: ________________________________

For ICC use only:

Number of absences at ICC meetings: __________________ Has the club been frozen this semester [ ] Yes [ ] No

Recommendation of ICC General Assembly in accordance to ICC funding policy: $ __________________

Reason for denial of funds: [ ] Not open to all students [ ] Did not fundraise [ ] Incomplete proposal/Insufficient budget
[ ] Other: ___________________________________________________________________________

Other Remarks: _____________________________________________________________________________________
**Description of activity or event** (please answer all questions. Add an extra sheet of paper if necessary. **What are the planned activities?** **Who is the target audience?** **Where will the event be held?** **What is the intended impact of the event?** **What will be the benefit of this event to the club? ICC? Mission College?**)

________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

____________________________

c______________________________

______________________________________________________________________________

______________________________________________________________________________

# of people expected to attend: __________ # of club members working on event: __________

**Publicity Plan** (How will you publicize your event?)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

**Funding** (Please answer all questions. Add an extra sheet of paper if necessary. **Explain why additional ICC funds are being requested.** If your club will not use all/any of its existing funds, use this section to explain what those funds are being withheld for. **Tell us who or what other groups are contributing to your event?**)

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

**Line Item Budget** (There are three sections to the budget: Income, Expenditures and Ending Balance. Below is a description of what we want to see for each section and then fill out the budget template provided on the next page.)

**A. Income Resources** Everything in this section adds up to the amount of money your club can use

a. Opening balance (based allocation money + money rolled over from last semester, if any)

b. Additional sources of income you expect to receive (Cultural Affairs funds, fundraising, ticket sales, donations)

**B. Expenditures** Everything in this section adds up the amount of money that your club will spend

a. Breakdown of how much each item will cost for the event

b. Common budget item include: food, printing, posters, utensils, performers, speakers

**C. Ending Balance**
<table>
<thead>
<tr>
<th>A. Income</th>
<th>Description (Leave blank if not applicable)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp. Club</td>
<td>Club Account</td>
<td></td>
</tr>
<tr>
<td>ASG</td>
<td>Sponsor</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Expenditures</th>
<th>Total Cost</th>
<th>Requesting from ICC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker/Performer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Ending Balance</th>
<th>Total cost of event</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Total request must comply with the ICC funding policy.

We, ________________________________, understand that by turning in this proposal will (Name of Club) not guarantee we will receive 100% of the funding we requested. If funded, we acknowledge that we must first turn in the Club Organization Check Request form with the required documentation(s) to receive the funds granted.

__________________________ ________________________ ________________________
President Signature       Treasurer Signature       Advisor Signature

For ICC use only post event:

# of people who attended the event: ___________________ Dollar amount spent per person: $ ___________________

Report given to ICC: [ ] Yes [ ] No Date of report submitted: ________________________