



12/20/2024

2024-2025 ICC/Club Budget Request for Special Allocations

For ICC use only

Qtr: F W S

Club Name: Fellowship of Overseas Students (FOS)

Name: Rong-guei Shen

Signature Aaron

Phone: (408) - 421 - 3635

Email: aaron1021225@gmail.com

1. Club Account Number: #44- 51110 - 4010

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 891.1

3. Event /Date/Location Team building, 3/17 / on campus

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. Photo: Print 100 pieces of our group photos that will be glued on our FOS sign ⇒ \$ 20
- 2. Stationary: glue, tape ⇒ \$ 40
- 3. LED light x 10 ⇒ 20 (Daiso)

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.S <u>80</u>	S _____
7. Promotional (4013, Banner)	7.S _____	S _____
8. Printing (4060)	8.S _____	S _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.S _____	S _____
10. Equipment Rental (5310)	10.S _____	S _____
11. Advertisement (5745, Facebook Ad)	11.S _____	S _____
12. Web Site Support/Insurance (5922)	12.S _____	S _____
13. Grand total of items 6 - 12	Total: \$ _____	S _____

Budget form will only be considered with these authorized signatures

15. <u>President</u> Officer Title ((Co) President)	<u>Rong-guei, Shen</u> Name	<u>Aaron</u> Signature	<u>(408) 421 3635</u> Phone
16. <u>Treasurer</u> Officer Title (VP or Treasurer)	<u>Allen Jen</u> Name	<u>Allen Jen</u> Signature	<u>(408) - 637-8609</u> Phone
17. <u>Advisor</u> Club Advisor	<u>Li Wei Sun</u> Name	<u>[Signature]</u> Signature	<u>(408) 864-5329</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.