

## ICC Funding Policy

### Statement of Purpose:

ICC supports the funding of club events and activities that engage the larger Ohlone College community, foster cooperation of campus organizations and clubs, support fundraising efforts of campus clubs, and provide an educational benefit to the campus community.

### General Guidelines:

- In granting funding requests, ICC shall be guided by the above statement of purpose.
- In each semester, ICC shall distribute no more than one half of its total budget.
- Clubs are limited to two requests per semester, with a maximum of \$500 per request.
- No club shall be awarded more than \$1,000 per year.

### Guidelines for New Clubs:

- A club shall be considered “new” if it has not been active for 2 consecutive academic years or 4 consecutive semesters.
- New clubs will have a 2-month, or 40 school-day, probationary period, from the time they are given active status, during which they can not ask for funding.
- At the end of the probationary period, a club can request a maximum of \$75 from ICC through the standard request procedure.
- At the beginning of the semester following probation, a new club may request funding under the same criteria and guidelines as other clubs.

### Procedures and Accountability:

- Every club shall submit a written request for funding to ICC through the “Club Event Money Request Form.” Forms can be picked up and turned in at the Campus Activities Office.
- Clubs MUST complete detailed projected budget information for each event listed on the Request Form.
- Clubs MUST submit an actual budget and event recap after the event is held. If money is not used properly, the club may forfeit its rights to further funding.
- The process will take approximately 2 weeks once the form is submitted. A club must be prepared to present the material on the Money Request Form at the following ICC meeting. The funding decision will be made at the subsequent meeting.

I have read and fully understand the ICC Club Funding Policy and am aware of the procedure my club must follow in order to request funds.

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

Club President: \_\_\_\_\_