

2003-2004
Associated Students of Ohlone College
CLUB EVENT MONEY REQUEST FORM
ICC – Inter Club Council

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- Before filling out this form, please read, understand, and sign the attached Club Funding Policy.
 - Please type or print neatly in black ink and attach any additional information to clarify/support your request.
 - Please identify each event/activity for which you are asking funding and distinguish between them when answering the questions.
 - Submit this form to the Campus Activities Office (Room 1140) no later than 5 school days prior to an ICC meeting in order to appear on that week's agenda. Remember it will take up to **2 weeks** before your club will receive its funding.
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Club Name: _____ Date of Request: _____

Activity/Event(s): _____

Date(s) of Activity/Event(s): _____

Club Representative: _____

Club Advisor: _____

Phone: _____

Phone Ext.: _____

Email: _____

Email: _____

Please completely answer each of the following questions for each of the events for which you are asking funding.

Explain the purpose of the activity/event(s):

Who will benefit from each activity/event and how many people will be involved?

Are any other campus organizations involved in the program (i.e. another club or class) other than your own?

What publicity do you have planned for the activity/event(s)?

Besides ICC, what other funding sources have you explored?

What is the current balance of your club's financial account? _____

Have you received any funding from ICC this year? ___ Yes ___ No If yes, how much? \$ _____

Has the appropriate paperwork been filed with Campus Activities for the activity/event(s)? ___ Yes ___ No

If no, why? _____

Has Campus Activities approved the activity/event(s)? ___ Yes ___ No

If no, why? _____

Please supply projected budget information for each event for which you are asking funding. Include detailed figures on sources of projected income and sources of projected expenses. Indicate if you plan on getting, or that you have gotten, any services or items donated. Attach additional copies of this page if necessary.

Event/Activity #1: _____

| Income Source | = | Projected Income |
|-------------------------------|---|------------------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Projected Income | = | _____ |

| Donated Item | = | Value |
|---------------------------------|---|-------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Value of Donations | = | _____ |

| Expense Source | = | Projected Expense |
|--------------------------------|---|-------------------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Projected Expense | = | _____ |

Event/Activity #2: _____

| Income Source | = | Projected Income |
|-------------------------------|---|------------------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Projected Income | = | _____ |

| Donated Item | = | Value |
|---------------------------------|---|-------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Value of Donations | = | _____ |

| Expense Source | = | Projected Expense |
|--------------------------------|---|-------------------|
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| _____ | = | _____ |
| Total Projected Expense | = | _____ |

TOTAL Amount Requested from ICC:

\$ _____



Please sign and date this request for funding:

Club President *Date*

Club Advisor *Date*