



2019-2020 ICC/Club Budget Request

for Special Allocations

5/15/2019

For ICC use only

Qtr: F W S

2024

Club Name: Student Nursing Organization (SNO)

Name: Ana Rice

Signature _____

Phone: 408-887-8917

Email: zavalaana@student.deanza.edu

1. Club Account Number: #44-32 (SNO graduation account)

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 2898.63

3. Event /Date/Location Nursing Program Pinning Ceremony - 6/27/2024 - VPAC

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)

VPAC Rental for 6 hours x \$220 / hour = \$1320

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ _____	\$ _____
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9. \$ _____	\$ 800
10. Equipment Rental (5310)	10. \$ 800	\$ _____
11. Advertisement (5745, Facebook Ad)	11. \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12. \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>800.00</u>	\$ 800

Budget form will only be considered with these authorized signatures

15. <u>Co-President</u>	<u>GLEB DMITRIYENKO</u>		<u>725-285-4277</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Ana Rice</u>		<u>408.887.8917</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. <u>Club Advisor</u>	<u>Sunghae Jung</u>		<u>4088383371</u>
Club Advisor	Name	Signature	Phone

De Anza College Student Accounts

Project Activity Report

SNO Graduation Acct.

Report name: 4432 SNO Graduation Acct.

Include these dates: <Specific fiscal periods> (7/1/2023 to 6/30/2024)

Include these Projects: 4432

User has access to all Projects

Account	Description	Date	Reference	Balance
4432 - SNO Graduation Acct.				
			<i>Beginning Balance</i>	\$2,751.38
			<i>Adjustments to Balance</i>	\$0.00
44-41000-0895				
44-41000-0895	Club Revenue Local Revenue	4/11/2024	See's Candy Shops-See's Candy Sale Onl-65295	\$147.25
			<i>Totals for 44-41000-0895.</i>	<u>\$147.25</u>
			<i>Ending Balance</i>	<u>\$2,898.63</u>



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. (zero balance in the club's 41-account)
 - If no, please contact the ICC Chair of Finance to clear your balance.
- 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 excess \$ 150.00
 - Attach the design of the banner.
- Printing does not excess \$ 250.00 and Club may not buy prepaid printing cards.
 - Printing materials will state "Funded by ICC"
- One speaker does not excess \$ 300.00, and total speakers do not excess \$ 800.00
- One entertainment performer does not excess \$ 300.00, and total performers do not excess \$ 800.00
- The total amount requested this time does not excess \$ 800.00
- The total requests do not excess \$ 1,000.00 in this fiscal year (including this one).
- 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 Finance Code page 2 for help.
- I will submit this form and other documents to ICC Agenda Meeting on

Monday 1:30 pm - 2:25 pm at Student Chamber B (Downstairs of De Anza Dining Service).
- Now you are all set. The ICC Chair of Finance will tell you the guidelines at the ICC Agenda Meeting.