



# 2024-2025 ICC/Club Budget Request

for Special Allocations

12/20/2024

**For ICC use only**

Qtr:  F  W  S

# \_\_\_\_\_

**Club Name:** Pre-Nursing Society

**Name:** Ashley Nguyen

**Signature** *Ash*

**Phone:** 408-763-7228

**Email:** nguyenashley785@gmail.com

1. Club Account Number: #44-4737

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 50

3. Event /Date/Location PRE-NURSING x MDA pipe cleaner flowers + card making => 5/5 in quad in front of fountain

**4. FUNDS WILL BE USED BY THIS DATE: 5/5/2025 (Officer Use Only)**

5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)

- 300 Pcs Thick Pipe Cleaners pastel Macaron Color for Art & Craft Projects

- 50 pack Blank Cards & Envelopes

- 4 rolls 1/2" wide floral tape for bouquet stem

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ <u>30.41</u>	\$ _____
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9. \$ _____	\$ _____
10. Equipment Rental (5310)	10. \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11. \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12. \$ _____	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total: \$ <u>30.41</u></b>	\$ _____

*Budget form will only be considered with these authorized signatures*

15. <u>President</u>	<u>Mariam Pender</u>	<u><i>Mariam</i></u>	<u>609-246-3659</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Kimberly Villatoro</u>	<u><i>Kimberly</i></u>	<u>408-355-8957</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. <u>Advisor</u>	<u>Tom Nguyen</u>	<u><i>Tom Nguyen</i></u>	<u>408-864-8971</u>
Club Advisor	Name	Signature	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 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 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.



300 PCS Thick Pipe Cleaners Craft S Assortment Candy Pastel Color Che

\$9<sup>99</sup>

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50 Pack Blank Cards and Envelopes 5x7, Kraft Paper A7...

100+ bought in past month

\$11<sup>89</sup>

(\$0.24 / Count)

Lowest price in 30 days

✓prime Two-Day

FREE delivery **Thu, Apr 17**

FREE Returns

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KUUQA 4 Rolls 1/2" Wide Floral Tapes for Bouquet Stem Wrapp...

700+ bought in past month

\$5<sup>99</sup>

(\$0.02 / Foot)

✓prime One-Day

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FREE Returns

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supplies  
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# De Anza College Student Accounts

## Project Activity Report

### 4737 Pre-Nursing Society, De Anza

Account	Description	Date	Reference	Balance
<b>4737 - Pre-Nursing Society, De Anza</b>				
			<i>Beginning Balance</i>	\$0.00
			<i>Adjustments to Balance</i>	\$0.00
<b>44-72100-0000</b>				
44-72100-0000	Trf from Fund 41 DASG Genera	11/29/2024	New Club Allocation-PreNursingSociety,DA	\$50.00
			<i>Totals for 44-72100-0000.</i>	<u>\$50.00</u>
			<i>Ending Balance</i>	\$50.00

# De Anza College Student Accounts

## Project Activity Report

### 4737 Pre-Nursing Society, De Anza

<b>Account</b>	<b>Description</b>	<b>Date</b>	<b>Reference</b>	<b>Balance</b>
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Report name: 4737 Pre-Nursing Society, De Anza

Include these dates: <Specific fiscal periods> (7/1/2024 to 6/30/2025)

Include these Projects: 4737

User has access to all Projects