



Inter-Club Council Funding Request

Instructions

Recognized Student Clubs/Organizations (in good standing with both ASCOD and ICC) are eligible to request an amount not to exceed \$500.00 each academic year. Funds are allocated by the Office of Student Life, and are determined every year based on available resources and funds. The purpose of these funds is to support club events and activities, promote campus life, and to increase student involvement.

1. Complete the attached Inter-Club Council Funding Request form.
2. Attach a Complete Budget Breakdown (be as specific as possible).
3. Submit all documents to the Office of Student Life two weeks prior to a scheduled ICC Meeting.
4. Once the forms have been reviewed for completeness, the Office of Student Life will notify you regarding the date your request will be presented to the Inter-Club Council.

Failure to comply with all given instructions may result in the delay or denial of your request.

Inter-Club Council Meeting Dates:

2nd & 4th Wednesdays from 2-4 p.m. Location: ASCOD Conference Room – Office of Student Life

<u>Fall Semester</u>		<u>Spring Semester</u>	
September 9, 2026	November 11, 2026	February 10, 2027	April 14, 2027
September 23, 2026	November 25, 2026	February 24, 2027	April 28, 2027
October 14, 2026	December 9, 2026	March 10, 2027	May 12, 2027
October 28, 2026	December 16, 2026	March 24, 2027	

Funding Restrictions:

1. ICC funds may **ONLY** be used for those items and activities which are related to the mission of the College and to the purpose of the Club/Organization.
2. Clubs/Organizations allocated funds may **NOT** be used for any of the following: personal items, personal expense, alcoholic beverages, tobacco, illegal items, gifts, giveaways, raffles, donations, contributions, expenses incurred prior to approval, and legal services.
3. All ICC funds must be deposited and maintained in the Club/Organization trust account for all ICC funded events. Clubs must initially use all of their revenues before using ICC funding **or** provide an approved budget for money not allocated for event.
4. ICC may not recommend any allocation that violates the COD Fees or Policies (i.e., Student Club Fee, Student Rep. Fee, etc.).

*ICC reserves the right to determine funding amounts on a case per case basis based on available budget. *



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Inter-Club Council Funding Request Application

Name of Club/Organization

Date

Club Executive Officer Name and Title

E-mail

Club Advisor Name

E-mail

Event Information

Event/Activity Name: _____

Date & Time of the Event/Activity: _____

Who may attend the event/activity? (Check all that apply)

☐ The Public ☐ Club/Organization Members ☐ COD Students ☐ Others: _____

What best describes the event/activity? (Check all that apply)

☐ Fundraising ☐ Conference/Off-Campus ☐ Campus Event ☐ Other: _____

Please attach a typed response to the following question. Failure to comply with this request may result in a delay or denial of your Inter-Club Council Funding Request.

What will the overall educational, social, cultural, or community service-oriented benefit of this activity/event be?

How will this event/activity benefit the club, College of the Desert students, and the College of the Desert community?



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Current Club/Organization Estimated Account Balance: \$ _____

Total Expenses for Event	\$
Less Club/Organization Contribution	\$
Less Other Contribution	\$
Expenses not covered by the Club/Organization	\$

EXPENSE	EXPLANATION OF EXPENSE	AMOUNT REQUESTED
Supplies	Use for office supplies	\$
Contract Services	Use for hiring entertainers, speakers, etc.	\$
Travel	Use for travel expenses to conferences or meetings	\$
Conferences	Use for conference expenses and registrations fees	\$
Special Events	Use for most other expenses or activities/events	\$
Other	Use for any other expenses not included on this form	\$
TOTAL EXPENSES		\$

Reminders:

- All fund expenditures are limited to the purpose(s) for which they were allocated as indicated by the Club/Organization at time of request.
- Any money allocated, but not used at the end of activity/event must be returned to Office of Student Life for depositing.
- **All purchase receipts must be provided.**
- You may not transfer money to other organizations, or to off-campus accounts.

Please note; Clubs/Organizations that do not meet all of the above criteria may not be eligible for future ICC sponsorship.

A Committee consisting of the three ICC Executive Officers: Chair, Vice Chair, Secretary/Treasurer and the ASCOD Advisor or designee (non-voting members), will review the application(s), and submit the request to ICC for a vote by club representatives in good standing, at an ICC meeting. Majority vote is required to approve allocation. The ICC President and ASCOD Advisor or designee, will notify the club's President and Primary Club Advisor of their decision within ten business days.



By signing this form, you acknowledge that you have hereby read and agree to the policies set forth by the Inter-Club Council and that you have completed all parts of the funding request form. Signing this form certifies that the information on the ICC Funding Request form is true and correct.

Club Executive Officer Signature

Date

Club Advisor Signature

Date

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Appeal

Appeal Process:

If a Club/Organization wishes to challenge the ICC Funding Request allocation decision, they may submit an appeal to the sitting ASCOD Student Senate.

****FOR OFFICE USE ONLY****

Received date:	ICC Agenda Date:
Club Status:	Date decision made:
Number of meetings missed:	ICC Allocation approved amount:
Committee review date:	
Processed:	