



# 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.

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 might result in the delay of your fund request*

### Inter-Club Council Meeting Dates:

2<sup>nd</sup> & 4<sup>th</sup> Wednesday from 2-4 p.m. through Zoom or in the ASCOD Conference Room.

| <u>Fall Semester</u> |                   | <u>Spring Semester</u> |                |
|----------------------|-------------------|------------------------|----------------|
| September 22, 2021   | November 24, 2021 | February 9, 2022       | April 27, 2022 |
| October 13, 2021     | December 8, 2021  | February 23, 2022      | May 11, 2022   |
| October 27, 2021     |                   | March 9, 2022          |                |
| November 10, 2021    |                   | March 23, 2022         |                |

*Dates are subject to change due to scheduling*

### 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, alcoholic beverages, illegal items, gifts, 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 Fee Policy (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.



# Inter-Club Council Funding Request

## 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 of your funding request.**

What is the educational, social, cultural, or community service oriented benefit of this activity/event and how will it benefit the College of the Desert Students and the College of the Desert Community?



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## Inter-Club Council Funding Request Application

Current Club/Organization 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 | \$               |
| <b>TOTAL EXPENSES</b> |                                                      | \$               |

### 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 event must be returned to Office of Student Life.

**All receipts must be provided.**

\*\*You may not transfer money to other organizations, or to off-campus accounts. Please be aware that 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 (non-voting member), will review the application(s), and submit recommendations to ICC for a vote by club representatives in good standing, majority vote is required to approve allocation. ICC will notify the Club President of their decision within ten business days.



# Inter-Club Council Funding Request

## Appeal

### Appeal Process:

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

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 this form is true and correct.

\_\_\_\_\_  
Club Executive Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

### **\*\*FOR OFFICE USE ONLY\*\***

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| Office of Student Life | ICC Funding Decision                                                    |
| Received on:           | Date decision made:                                                     |
| ICC Agenda:            | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Received from ICC:     | ICC Allocation Granted:                                                 |
| Processed:             | Club Status:                                                            |
|                        | Number of meetings missed:                                              |