Inter-Club Council Funding Request

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

<u>I**nter-Club Council Meeting Dates:**</u>

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

<u>**Fall Semester**</u>		<u>**Spring Semester**</u>	
September 11, 2024	November 13, 2024	February 12, 2025	April 09, 2025
September 25, 2025	November 27, 2024	February 26, 2025	April 23, 2025
October 09, 2024	December 11, 2024	March 12, 2025	May 14, 2025
October 23, 2024		March 26, 2025	

Dates are subject to change due to scheduling

<u>Funding Restrictions:</u>

1. ICC funds may <u>ONLY</u> 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 <u>NOT</u> 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

_____   _____
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 describers 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?

Inter-Club Council Funding Request

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	$
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 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 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:	☐ Approved ☐ Not Approved
Received from ICC:	ICC Allocation Granted:
Processed:	Club Status:
	Number of meetings missed: