



# 2016-2017 Funding Request

## **ICC Funding Packet Overview**

**1) Introduction (page 3)**

**2) ICC Funding Criteria (page 4)**

Please read before filling out your Event Funding Requests.

**3) ICC Funding Request Overview (Page 5):**

Please list the total budget of your events in order of priority.

**4) Event Funding Request (Page 6):**

Please fill out an Event Funding Request for each event you wish to be funded by

**5) ICC Notice (Page 7):**

Please have your club president and primary advisor read and sign.

**FUNDING REQUESTS ARE DUE SEPTEMBER 16<sup>TH</sup> AT 11 AM**

## Introduction

Hello up-coming ICC Members!

I am Alexis Rivera-Andrade and I will chair the Inter-Club Council as Executive Vice President of Associated Students of Pasadena City College for the academic school year of 2016/2017. I am very excited in working with all of you in the coming year and further assisting your club's goal. Although Club Registration will be done via internet for this coming year, the ICC Funding Packet will remain as a hardcopy and to be turned in to the front desk of the Office of Student Life.

The purpose of the Funding Packet is to allow clubs to request ICC funding for their events and allow the ICC Funding Committee to allocate funding for such clubs in a timely and efficient manner. The ICC Funding Committee consists of three to five ICC Representatives and are responsible in the allocation of ICC Funding based on the club's Event Funding Requests and service hour obligation. The ICC Funding Committee will be elected in the second ICC meeting on September 16th, 2016 by a 2/3 majority vote from ICC. If you seek to be part of the committee, you **must attend all required meetings**. The scheduled meetings for the ICC Funding Committee are as follows:

<b>Date and time:</b>	
September 22 <sup>nd</sup> , 2016 2pm-6pm	ICC Funding Committee meeting
September 24 <sup>th</sup> , 2016 2pm-6pm	ICC Funding Committee meeting
September 25 <sup>th</sup> , 2016 10am-4pm	ICC Funding Committee meeting

In the following page, you will find the ICC Funding Criteria set out by both the Inter-Club Council and the Executive Board. Use it as a guideline in filling out your Event Funding Request page. If you have any questions or comments in filling out your ICC Funding Packet, feel free to contact me with the given contact information below.

Alexis Rivera-Andrade  
Executive Vice President  
Associated Students of Pasadena City College  
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(626) 585-7907



## **ICC Funding Criteria**

- I.** Clubs must be officially chartered before funding request shall be considered.
- II.** All funding request must have full disclosure of all expenditures.
- III.** Funding shall only be utilized for events, activities, and programs which correlate to the mission of the club as well as promote the educational, intellectual and cultural development of Pasadena City College.
- IV.** No Funding for food, supplies, facilities or any other expenditures bought for the purpose of being utilized during any club meeting.
- V.** Equipment integral to the mission statement of the club shall be considered for funding. All club equipment must be stored within Pasadena City College facilities. Ownership of equipment shall remain with ASPCC.
- VI.** No funding for club apparel.
- VII.** No funding for club publicity. Only printing cost directly related to special event advertising shall be considered.
- VIII.** Any event, activity, or program which is used to fundraise for a club shall not receive any funding.
- IX.** No club shall receive funding for award ceremonies, banquets, or any similar events or activities which have a purpose that exclusively benefits the members of the club.
- X.** No club scholarships
- XI.** Events which are open to the public shall receive greater consideration for funding than events with limited attendance.
- XII.** No ICC funding for: monetary gifts, gift cards, or prizes.
- XIII.** ICC Funding Committee reserves the right to access % cuts on any funding criteria and/or a total funding cap on all clubs.
- XIV.** Capital expenditures over the level of \$500 are subject to higher level of scrutiny and may additionally be subject to administrative approval.

## **ICC Funding Request Overview**

- Please fill out legibly and completely. Incomplete forms will not be considered for funding.
- For full consideration, forms must be turned into front office of **CC105** by **Wednesday Sept. 16th, 2016 by 11:00am and time stamped.**
- Late forms will be considered at the discretion of the ICC Funding Committee
- Please list events in priority of the discretion of the club.
- If you need more Event Request page, feel free to make a copy and attach it on .
- For further questions please contact Alexis Rivera-Andrade at [aspcc.ariveraandrade@gmail.com](mailto:aspcc.ariveraandrade@gmail.com)

**Club Name:**

Event Priority	Event Title	Event Total Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total request for this semester:</b>		<b>\$</b>

**Event Funding Request**

Event Title:		Event Priority:	
<b>Event Purpose:</b> <i>Briefly explain the purpose of your event.</i>			
Expected Attendance:	Date of Event:     /     /		
<b>Event Description:</b> <i>Please write a detailed description of your event.</i>			
<b>Item Description:</b>	<b>Unit Price:</b>	<b>Quantity:</b>	<b>Total:</b>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total Requested for Event:</b>			\$

**FOR FUNDING COMMITTEE ONLY**

Approved  Denial  Reason for denial:

## **ICC Notice**

Please have your club president and primary advisor carefully read the following and sign that they understood the following:

- The ICC Funding Committee is composed of three to five chartered club representatives elected from the Inter-Club Council. They are responsible to allocate funding for the chartered clubs who fully completed and turned in an ICC Funding Packet.
- Please take note of the Service Hour ratio. Five hours of service hours is needed for every \$100.00 granted from the ICC Funding Committee.
- If your club did not use all allocated funding requested from ICC of the previous semester, your club is **still responsible for the service hours** determined from the Service Hour ratio.
- Any chartered club may send one representative to speak on behalf of the club regarding an event mentioned in the ICC Funding packet on September 22nd, 2016 at 2pm-6pm in room CC-212.

**The representative must fully understand the Event Request page for the event speaking in behalf of** and keep their statement no longer than two minutes.

- The Service Hour Approval form and the Volunteer Service Hour list is available for download from the AS Pasadena website under ICC / Club Forms.

Please print name and sign:

**Club President:** \_\_\_\_\_

**Primary Advisor:** \_\_\_\_\_