



# 2024-2025 ICC/Club Budget Request

## for Special Allocations

12/20/2024

**For ICC use only**

Qtr:  F  W  S

# \_\_\_\_\_

**Club Name:** Burmese Student Association (BURSA)

**Name:** Hnin Ei Hlaing

**Signature** \_\_\_\_\_

**Phone:** (669) 340-7831

**Email:** hlaing@fhda.edu

1. Club Account Number: #44- 4123
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 493.40
3. Event /Date/Location: Destress-Boba Event/ December, 3, 2025/ Student Chamber room (or) L-47

**4. FUNDS WILL BE USED BY THIS DATE: \_\_\_\_\_ (Officer Use Only)**

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

Board Games - Jenga (2 packs- \$24) , Uno (2 packs - \$20) , Ring toss (2packs- \$30), Bottles ( 2 packs- \$16)

Banner - Bursa Banner \$10

ICC recommends the amount of ten dollars because ICC can provide the boardgames!

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>90</u>	\$ <u>0</u>
7. Promotional (4013, Banner)	7. \$ <u>10</u>	\$ <u>10</u>
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>100</u></b>	\$ <u>10</u>

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

- |                                  |                                   |                 |                             |
|----------------------------------|-----------------------------------|-----------------|-----------------------------|
| 15. <u>President</u>             | Phone <u>Myat Kyaw</u>            | Signature _____ | Phone <u>6503133613</u>     |
| Officer Title ((Co) President)   | Name                              |                 |                             |
| 16. <u>Vice- President</u>       | Phone <u>Hnin Ei Hlaing</u>       | Signature _____ | Phone <u>(669) 340-7831</u> |
| Officer Title (VP or Treasurrer) | Name                              |                 |                             |
| 17. <u>Club Advisor</u>          | Phone <u>Kanako Valencia Suda</u> | Signature _____ | Phone <u>x-8624</u>         |
| Club Advisor                     | Name                              |                 |                             |



**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.