

The Interclub Council is committed to promoting club events and activities. Clubs may receive additional allocations by submitting proposals to the ICC.

Below are instructions on how to create a proposal and a list of supporting documents you will need to submit in order for your proposal to be considered.

NOTE: A club representative must be present at the ICC meeting

A proposal has two main components:

1. Proposal Form
 2. Additional Supporting info – Attach if necessary
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Proposal Form

Name of Club: _____ **Date of submission:** _____

Contact Person: _____ **Position in Club:** _____

Email: _____ **Phone:** _____

For ICC use only:

Number of absences at ICC meetings: _____ Has club account been frozen this semester: ☐ Yes ☐ No

Recommendation of ICC to Student Government: \$ _____

Current on monthly club activity reports: : ☐ Yes ☐ No

Reason for denial of funds: ☐ Not open to all students ☐ Did not fundraise ☐ Incomplete proposal/Insufficient budget
☐ Other: _____

Other remarks: _____

Description of activity or event (Please answer all questions. Add an extra sheet of paper if necessary. *What are the planned activities? Who is the target audience? Where will the event be held? Do you have a publicity plan? What is the intended impact of the event? What will be the benefit of this event to the club? ICC? FVCC?}):*

of people expected to attend: _____ # of club members working on event: _____

Funding (Please answer all questions. Add an extra sheet of paper if necessary. *Explain why additional ICC funds are being requested. If your club will not use all/any of its existing funds, use this section to explain what those funds are being withheld for. Tell us who or what other groups are contributing to your event?*)

Line Item Budget (There are three sections to the budget: *Income, Expenditures and End Balance. Below is a description of what we want to see for each section and then fill out the budget template provided on the next page.*)

A. Income: everything in this section adds up to the amount of money your club can use

- Opening balance (base allocation money + money rolled over from last semester, if any)
- Additional sources of income you expect to receive (Fundraising, ticket sales, donations)

B. Expenditures: everything in this section adds up the amount of money that your club will spend

- Breakdown of how much each item will cost for event
- Common budget items include: food, printing, posters, utensils, performer, speaker

C. End Balance: subtract the total expenditures from the total income

Budget

Name of Club: _____

Name of Event: _____ Date of Event: _____

	Description (leave blank if not applicable)	Totals
A. Income		
Fall allocation		
Spring allocation		
Fundraising		
Donations		
Other		
	Subtotal A:	
B. Expenditures		
Hospitality		
Supplies		
Travel		
Other		
Other		
Other		
	Subtotal B:	
C. End Balance		
	(subtract B from A):	

We, _____, understand that by turning in this proposal we must present it at
Name of Club

the next scheduled ICC for approval. We also understand that it is not a guarantee we will receive 100% of the funding we requested. If the proposal was incomplete or our club representative does not attend the ICC meeting, we understand that the ICC retains the right to deny our request.

 President signature

 Treasurer Signature

 Advisor signature

For ICC use only post event:

of people who attended event: _____ Dollar amount spent per person: \$ _____

Report given to ICC: [☐] Yes [☐] No Date of report submitted: _____