

INTER-CLUB COUNCIL BUDGET INSTRUCTIONS

PLEASE COMPLETE AN ICC FUNDING REPORT FROM
FOR EACH ACTIVITY YOU NEED FUNDED

Budgets are completed at the beginning of each quarter to allow ICC to estimate how much each organization will need that quarter and how these funding demands fit into the overall budget for the year. Although some preliminary planning must be completed by the organizations, it is not expected that all the details will have been worked out for each event at this time. The budget request should be used as a planning guide for the upcoming quarter. Each organization should develop ideas for programs and events. Then your budget needs should be assessed and the desired level of ICC funding should be determined for each event.

Please complete the form and turn it in to the Student Activities Office, SU 312, by the deadline for the quarter you wish to apply for the funds in. Requests will be reviewed in the order they are received.

ICC meetings typically occur on Wednesdays at 3:30pm in the Stevenson Union SU Rogue River Room. Some dates may require a change of rooms. The annual calendar outline is as follows:

Fall Quarter

All Clubs Register:	Second Friday of the Term
Annual Budgets Due:	Third Friday of the Term
Quarterly Budgets Due:	Third Friday of the Term
ICC Meetings:	Next four(4) consecutive Wednesdays

Winter Quarter

Quarterly Budgets Due:	First Friday of the Term
ICC Meetings:	Next four(4) consecutive Wednesdays

Spring Quarter

Quarterly Budgets Due:	First Friday of the Term
ICC Meetings:	Next four(4) consecutive Wednesdays

The current calendar for quarterly budget deadlines, meeting times, and changes to locations is available on the ICC web site at <http://www.sou.edu/su/icc/>

Late Quarterly Budgets will be assessed the following penalty:

1 week late:	10% off each funding request
2 weeks late:	20% off each funding request
More than 2 week:	<i>Budgets will not be considered</i>

ICC meetings are scheduled to begin before the actual budget deadline. It is expected that some clubs will have submitted their budgets already. Attendance at the meetings is mandatory. You may only miss one meeting per term and still be eligible for funding during the current quarter.

Feel free to contact the Associate Director for Multicultural and Student Activities, 552-6428, if you have any questions.