

# Inter-Club Council Finance Policies

*These policies are made to serve clubs/organizations in light of budgetary constraints; keeping their best interests in mind, while providing equal opportunity to all clubs.*

## I. SPENDING LIMITS

**Section 1:** Clubs/Organizations may NOT request funding exceeding \$2000 regardless of reason. Any requests exceeding \$2000 will immediately be referred to the ASNC Senate (Associated Students of Norco College). Should this occur, ICC may supplement the request up to \$2000 depending on the decision of ASNC, and an ICC majority vote. Clubs cannot have multiple line items per meeting that in total exceed a grand total of \$2000.

**Section 2:** Clubs must submit receipts within 48 hours of an event before forfeiting the right to a reimbursement, and may not request additional funding until they have done so.

**Section 3:** Clubs and organizations will be limited to requesting up to **\$20 per club member** in apparel/uniforms. This cannot exceed 35 members or \$700, per year. Promotional items to be given away, such as pens, stickers, & banners may also be requested, not to exceed \$150 per club, per year. Clubs that have other sources of funding for promotions may not request funding from ICC for this purpose. Clubs with designated budget lines specified for promotional items must utilize these funds first.

**Section 4:** Should a club request funds for a private event not open to all students on campus then that event's funding will be restricted to \$50 per person. Clubs that are using funds for public events will be limited to the \$2000 per event.

**Section 5:** Clubs seeking funding for equipment will be limited to the \$2000. The equipment will belong to ASNC and shall be made available to all clubs. Club equipment should be used for the benefit of clubs as a whole.

## II. REQUIREMENTS TO REQUEST

**Section 6:** In order to request funds all clubs must be in good standing with the ICC and must abide by the ICC bylaws; this includes not being absent for more than 3 meetings. This is a reminder that 2 tardies are considered an absence.

**Section 7:** In order to request funding from ICC, clubs MUST actively participate in outreach. This includes on-campus advertisement, attending all mandatory ICC event, & club rush attendance.

**Section 8:** Clubs MUST submit an updated roster/charter before they are able to request promotional items. This charter will be referenced to determine the funding cap for a club's promotional items based on headcount.

**Section 9:** Clubs must present documentation breaking down the total cost of their request before being placed on the agenda. Supporting documents should also be included verifying the costs and basis for estimation.

**Section 10:** Clubs and organizations with designated budget lines must exhaust these funds if their request reflects or is similar to their designated budget lines.

*The goal of these policies is not to discourage clubs from requesting funds but rather to provide equal opportunities to all clubs when requesting funds. We highly encourage clubs to make use of their resources and heavily encourage them to seek ways to fundraise.*