



# INTER CLUB COUNCIL

Foothill College • 12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 949-7060

## Activity Petition Form

- The purpose of this form is to make an event exist. For clubs who want to co-sponsor a pre-existing event, they can find this form helpful or use their meeting minutes for co-sponsorship proof.
- Submit completed form to VP of ICC Mondays by 2pm

- ☐ **4 week's notice** - for large events that need \$1000, have an off campus cater, custodians and Campus Police, or need the promotion time
- ☐ **2 week's notice** - for large events that request \$500 and for field trips
- ☐ **1 week's notice** - for small events
- ☐ **Fundraiser** - Accountant oversees and advisor needs to be on campus if it's an all day/week-long booth

Club Name: \_\_\_\_\_

Student Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_ Days and Dates: \_\_\_\_\_

Performer: \_\_\_\_\_

Location: \_\_\_\_\_ Start Time: \_\_\_\_\_

Audience: \_\_\_\_\_ End Time: \_\_\_\_\_ \* If the location is an off-campus field trip, complete the travel forms prior to the field trip

Specific Plans of Activity (Food is not allowed to be cooked at home, pot lucks are unofficial): \_\_\_\_\_

Club Account Balance: \_\_\_\_\_ ICC Funds Requested: \_\_\_\_\_

Price with OwlCard Student ID: \_\_\_\_\_

General Price: \_\_\_\_\_

Anticipated Income: \_\_\_\_\_

Anticipated Expenses: \_\_\_\_\_

### Off-Campus Speaker

- ☐ Contact Info. & Bio.
- ☐ Reference List
- ☐ District Contract required for payment

### Off-Campus Caterer

(if those who deliver and are not an established chain)

- ☐ Health Permit & Business License (not needed for established chain)
- ☐ Invoice on company letterhead
- ☐ District Contract required for payment if food is delivered

### 1) Club Officer - verifies club has voted to host the event:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### 2) Club Faculty/Staff Advisors - signs that he/she will be present during the entire event:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3) Student Activities Specialist - confirms logistics and paperwork is complete:

Printed Name Erin Ortiz Signature \_\_\_\_\_ Date \_\_\_\_\_

### 4) Student Accounts Manager - reviews financial of events (with club Treasurer):

Printed Name Kamara Tramble Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

\_\_\_\_\_  
Vice President of ICC Signature      Date      Circle one:      Approved      Denied