



ICC Advisor's Report
Wednesday, April 29, 2015

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Office Hours: Sign up on ICC Officers Door
Tu 10:30 am – 11:20 am & 3:30 pm – 4:30 pm
W 9:30 am – 11:20 am

<http://www.deanza.edu/clubs>

If I am not in the ICC Office, Please Check inside the
Office of College Life

(New Info is in bold text)

F.Y.I

1. **Club Day:** GREAT Job! It always exciting to see what clubs come up with for Club Day. I saw some clubs without a club banner. I'd like to suggest that clubs request funds for a club banner if you don't have one. Fill out the ICC Budget Form that is signed by 2 club officers and club advisor and attach the printout of your club's #44 account balance sheet (#1 on the ICC Literature Rack, located outside the Office of College Life) and come to the ICC Agenda Meeting on Mondays between 1:30PM-2:25PM in the Student Council Chambers "B/C". If you need help with the form or have questions, see one of the ICC officers or myself.
2. **Printing Official Club Business** will only be done by asking the College Life Front Desk for your printouts. Anything that is not club business will be shredded.
3. **ICC/Club Financial Rosters:** Club officers listed in the club constitution need to match the club officers listed on the ICC/Club Financial Roster. The club needs to go by the club constitution not on past practice. Please update the club constitution if there has been club officers changes. The current club constitution is on the De Anza club web site. www.deanza.edu/clubs
4. **Posting Club Event Flyers:** All club flyers must have the name of the club on the flyer. Please bring the 10 flyers to the Office of College Life Office to be stamped for approval. Please use Painter's tape (blue tape) or stapler. Please do not use packaging tape and post on painted walls, trees, poles etc. (Not a legal posting area) Please post on bulletin boards. Also, please have the club name on the flyer.
5. **Dance Tickets, Earn \$\$\$:** Just Like A (image of a star) Dance tickets to sell will be distributed after the next ICC Meeting on Wed. May 6 or see me during my ICC office hours (Tu 10:30 am – 11:20 am & 3:30 pm – 4:30 pm, W 9:30 am – 11:20 am) or during the ICC Agenda Meeting on Monday at 1:30 pm – 2:25 pm or please request a date / time to meet me for tickets by sending an email with the date / time.
6. **Time Off:** I will be going to a conference in Ontario, CA on Fri. May 10. Please plan accordingly.

Sign Up on Clipboards at ICC Meeting/ Office of College Life

ICC Important Dates

- May 14 Spring Carnival
- May 29 Just Like A (image of a star) Dance sponsored by ICC/DASB