



ICC Advisor's Report
Wednesday, September 30, 2015

La Donna Yumori – Kaku, ICC Advisor
(408) 864-8692

Office Hours: Sign up on ICC Officers Door
M: 9:30 am - 11:30 am
Tu / W: 9:30 am - 10:30am

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

If I am not in the ICC Office, Please check inside the
Office of College Life/Student Activities Office

(New Info is in bold text)

F.Y.I

1. **Welcome Back!** I look forward to another “active Club life”. Please plan “early and turn in forms!”
2. **ICC Financial Roster needs to be current and completely filled out:** Only the signatures on the current list are recognized for financial transaction. The club is responsible for having it current otherwise it will cause delays in payment if the signatures don't match the requisition/independent contracts.
3. **Event Planning Request Form:** Clubs need to fill out an Event Planning Request Form to reserve meeting rooms and club events. Please don't assume that your club can use an empty classroom or Sunken Garden etc. Please allow at least 10 days to process. **Please plan in advance.**
4. **Club Copy Code:** Please see Jayme, ICC Secretary or La Donna if your Club Financial Roster is current and that you have your Fall meeting Schedule submitted for Club Copy Code for 2015-2016. Only Club Officers or Club Advisor on current Club Financial Roster are eligible to get the code.
5. **Club Mailbox:** Please have a designated person to pick up the mail daily to avoid confusion.
6. **De Anza Club Interest Forms:** I am forwarding the emails of students who have indicated an interest in your club (from the De Anza club interest section) please be sure to contact them as soon as possible. I forward these emails only on Mon- Fri. so there may be a few days lack time when they originally sent it to me.
7. **New Student Orientation Classes:** I need student club officers and members to help me with the classes as group leaders/presenters. You will be paired up with an experienced student for presentations. Drawing for \$50 for clubs for Fall/Winter/Spring classes next Spring, 2016. Sign up and I will send you emails with dates/times of classes.

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

❖ Club Day Entertainment – Thursday October 8, 2015

ICC Important Dates

- Oct. 1 Club Karaoke
- Oct. 7 ICC Meeting
- Oct. 8 Club Day (Oct 15 in the event of rain out on Oct 8) 11AM-1PM Main Quad
- Oct. 14 ICC Meeting
- Oct. 21 ICC Meeting
- Oct. 28 Mandatory ICC/Club Financial Roster Due and ICC/Club Officers Financial Orientation Mtg
- Oct. 31 Making Strides Against Cancer Walk, San Jose, CA



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