



ICC Advisor's Report  
Wednesday, January 21, 2015

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

Office Hours: Sign up on Club Room Door  
T: 9:30AM-11:30AM, 1:30PM-2:30PM  
W: 9:30AM-10:30AM  
Th: 9:30AM-11:30AM, 3:00PM-

If I am not in the ICC Office, Please check inside the Student Activities Office

(New Info is in bold text)

F.Y.I.

1. **ICC will fund one club banner for up to \$150 per academic year** – A club needs to fill out the ICC Budget Form in the # 1 slot in the Black Literature Rack located outside the Student Accounts Office and College Life Office. The form needs to be signed by 2 club officers and the club advisor and a copy of the Club's Account # 44 needs to be attached. Also, the ICC Officers need to see Club Banner design. Size usually – 3 ft by 10 ft or could be shorter 3 ft by 6 ft if club is using it for table
2. **Banner or Postcard Printing:** ICC uses Advantage Grafex 10161 S. De Anza Blvd. Cupertino Mon – Fri 8:00AM – 5:00PM 408-466-0915 [Ben@advantagegrafix.com](mailto:Ben@advantagegrafix.com) Needs PDF files with high resolution photo [www.advantagegrafix.com](http://www.advantagegrafix.com)
3. **Club Room Hours:** The Club Room is open M-TH 7:00AM-9:00PM and F 7:00AM -4:30PM. Use the door with the electronic lock at the end of the hallway since the other two doors are opened by 8:30AM and locked by 5:00PM.
4. **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. Thanks.
5. **New Student Orientation Classes:** I need volunteers to assist me with these classes. Sign up on the half sheets after the ICC Meeting. Clubs who volunteer will be eligible for a \$50 drawing in Spring Quarter. Clubs must be present to win.
6. **Equipment Check Out:** The person who signs up for the equipment needs to be the person who picks up the equipment. Be sure to get instruction on how to use the equipment when you pick it up. Please return ALL the equipment back so others may use it. Please DO NOT take the equipment home with you

ICC Important Dates

- Thurs. Jan 22 Club Day 11:00 AM-1:00 PM Main Quad
- Thurs. Jan.29 Back up date for Club Day if rained out on Jan. 20

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

New Student Orientation Classes