



ICC Advisor's Report
Wednesday, April 22, 2015

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

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

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. **Reserving Conference A/B for a Club Event:** I would like to meet with the club member who knows about the club event and then go up to De Anza Dining Services Office to reserve the room. Please have “alternate dates” for club event. Please plan in advance since the room is used by other offices and spring dates are filling up.
2. **Club Events that collect \$:** Please fill out “College Life Fundraiser / Money Collection form” prior to collecting money. Please deposit ALL money donations to your club account. Then the club needs to do a requisition to reimburse costs. Remember club reimbursements require prior club meeting minutes that approved the expense that is attached to the requisition.
3. **Helium Balloons:** Please use ICC Equipment Form to request use of Helium. Clubs may use the balloons and ribbons that we have instead of buying your own unless you have special colors. Please buy 12”balloon size. Limit 20 Balloons per club event. Limit 5 on Club Day.
4. **Club Elections for 2015-2016:** Reminder all clubs need to have completed their club elections no later then the 6th week of Spring Quarter Friday May 15, 2015. A new ICC/Club Financial Roster needs to be completed. Please put the date that those officer’s signatures become official (Info on the top right side of the form).
5. **Club Events for La Donna to email to clubs:** I will be checking that the club event room has been **OFFICIALLY RESERVED** before I send out the email.

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

❖ **Club Day Entertainment – April 23, 2015**

ICC Important Dates

- **April 23** **Club Day**
- **April 30** **Club Day if rained out on April 23**