



ICC Advisor's Report
Wednesday, October 11, 2017

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

Office Hours: Sign up on ICC Officers Door
Tues: 9:30am-10:30am, 4:00pm-5:00pm
Wed: 9:30 am-11:30am
Thursday: 2:30pm-3:30pm

ICCAdvisor@fhda.edu
<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 Meeting Flyers:** All club flyers need to have a flyer with the dates/time and location for the Club Glass Display Case. A Club Officer needs to sign the back of the flyer and then give the flyer to the Office of College Life Front Desk or an ICC Officer, ICC Secretary, or ICC Advisor to post in the Club Glass Display Case
2. **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 to be stamped for approval no later than Thursday since posting is done on Fridays.
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. There is a limit of 20 Balloons for a Club event. Please bring 2 people to blow up Balloons on M-F between 9:00 am – 4:15 pm
4. **Club Room Hours:** The Club Room is open M-TH 7:00am-9:00pm and F 7:00am-4:30pm. Use the doors with the electronic lock.
5. **Club Events:** All flyers need to have the following information: Sign language interpretations available upon request; one week notice; contact name/phone #. Flyers to be transferred to an alternative format at least two weeks before event.
6. **Equipment:** Please pick up and return to the Office of College Life Equipment (PA system, LCD projector etc..) M-F between 9:00 am – 4:00 pm

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

❖ Silicon Valley Breast Cancer Walk

ICC Important Dates

- Oct. 12 Club Day 11:00 am – 1:00 pm Main Quad
- Oct. 18 ICC Meeting
- Oct. 25 ICC Meeting