



ICC Advisor's Report  
Wednesday, February 4, 2015

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

Office Hours: Sign up on Club Room Door  
M/T/H: 9:30AM-11:30AM  
W: 9:30AM-10:30AM

[ICCAdvisor@deanza.edu](mailto: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. **Clubs using the Student Council Chambers:** Please be considerate with the sound level since there is the EOPS Office and DASB Senate that may hear the loud sounds. Also, please clean up the room after club usage even if the room was messy earlier.
2. **Independent Contract Forms:** Speakers/Entertainer/Catering, Etc. can be paid on the day of the event – But the Independent Contract Form needs to have been signed by the contractor and all persons involved.  
**You must have a written memo to Accounts Payable c/o District from your Club Advisor saying (1) he/she will be responsible for handling the money to the performers after the performers have fulfilled their obligations, (2) stating the specific DATE, with (3) as written request for Account Services to send the check to the advisor, Allow up to 4 Weeks for process. Please see me before beginning paperwork. Start Early!!!**
3. **Club Meeting Room:** Please take the trash outside. Any items left in room go to the Lost and Found; located at Campus Police. Please sit on the chairs and NOT on the tables. Thanks!
4. **President Birthday / Holiday | Campus Closed:** Friday, Feb. 13 and Monday, Feb. 16. Please plan accordingly.
5. **Club Meeting Room for Spring Quarter 2015:** Please turn in an Event Planning Request Form, (Lavender colored form # 6 in the rotating file outside of Office of College Life), signed by club advisor Now to reserve room. Forms will be processed in the order received.

ICC Important Dates

- Mon. Feb 9            ICC Officer Applications due by 4:00 pm to the Office of College Life
- Wed. Feb. 11,18,25    ICC Elections
- Wed. Mar. 11        ICC Winter Finale Reception/New ICC Officers Sworn In

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

De Anza Campus Clean Up – Feb. 19