



ICC Advisor's Report
Wednesday, November 7, 2018

La Donna Yumori – Kaku, ICC Advisor
(408) 864-8692
ICCAdvisor@fhda.edu
<http://www.deanza.edu/clubs>

Office Hours: Sign up on ICC Officers Door
Tues: 9:30am-10:30am
Thurs: 9:30am -10:30am

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. **Veterans Day/ Holiday:** Thank you Veterans! De Anza will be closed on Friday, November 12, 2018
2. **Club Officer Signature:** Remember to have club officers sign their signatures the same way that they signed on the Club Financial Roster form on all official club attendance, Club Financial Action Form, Requisitions, etc.
3. **Club Meetings for Winter Quarter, 2019:** Please turn in Meeting Room and Dining Room Table Request Form (Lavender Form) now for a room. Classrooms for Fridays are available. Forms are processed in the order that they are turned in. Clubs who have a room in the fall aren't guaranteed the same room. Winter quarter classes start Monday, January 7, 2019
4. **Parking Permits:** I am requesting Online Parking Permits and will email it back to the club, if I see the request for parking permit on the Special Event Facility Request Form (Yellow Form)
5. **Club Copy Code:** Clubs without a Club Copy Code please see ICC Secretary, Stephanie, after the ICC meeting or come to the Office of College Life and see Stephanie or La Donna
6. **Welcome Week Winter Quarter, Jan. 7-10, 2019:** Mandatory for all clubs to sign up for one shift. Sign Ups at the ICC Meeting, Deadline is on Friday, December 14th and then at the Office of College Life on the Blue Bulletin Board on the wall behind the Photo ID Screen
7. **Club Advisors:** Reminder that there needs to be a Club Advisor at club meetings, at on campus and off campus events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #'s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.
8. **Off Campus Liability Waiver Forms:** Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today's date to June 30, 2019. Also, if there are any minors (under age 18) then the Minor form needs to be completed and signed by the minor's guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.
9. **Club Financial Action Form:** This form needs to be signed by the Club Secretary and Club Advisor. If the Club Secretary is not present the form needs to be signed by 2 designated officers, Club



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President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also one of the above Club Officers.

10. ICC Fall Finale Reception on Wed. Nov. 22 1:30pm-2:30pm, Student Council Chamber:

ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing 10@\$100 (Attended Fall Welcome Info Tent, Fall Welcome Reception, All ICC Meetings, ICC Financial Orientation Meeting, have club Meeting once a month and Club Financial Roster is current.

11. New Clubs Drawing at ICC Fall Finale Reception on Wed. Nov. 21 1:30pm-2:30pm, Student Council Chamber: Club must be present to win 5@\$100!

ICC Important Dates

- Thu. Nov. 15 “Fall Mixer” sponsored by ICC and DASB, 7 pm – 9:30 pm,
Conference Room A/B, Hinson Campus Center
- Wed. Nov,21 ICC Fall Finale Reception 1:30 pm -2:30 pm Student Council Chamber