



**ICC Advisor's Report**  
**Wednesday, January 17, 2018**

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

**Office Hours: Sign up on Club Room Door**  
**Tu/W/Th: 10:00 am – 11:30 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. **Happy 2018-Year of the Dog.** Wishing you a happy, healthy and successful year!
2. **Club Meeting Room Request Reminder** - The ICC Code requires that all clubs need to schedule their club meeting by the 3<sup>rd</sup> week of each quarter (except summer). If the club fails to turn in an Event Planning Request Form then the club will be put on probation. Clubs are required to have a club meeting once a month. Even if your advisor has reserved a meeting room for your club then please let me know all the dates, time and location of the club meetings. You may either use an Event Planning Form to indicate that the room is already reserve or you may email me the information.
3. **Club Event in the Patio/Main Quad for winter quarter:** Please plan to have alternative indoor location due to possibility of rain.
4. **Club Constitutions:** They are on [www.deanza.edu/clubs](http://www.deanza.edu/clubs) these are the current copies that we have. Any changes to the constitution have to be approved at a club meeting with a quorum (50% plus one of your membership) and 2/3 of the club members at the club meeting. Then the revising copy needs to be submitted to the ICC Officers Agenda Meeting for final review. The revised copy need to be sent to me in Word Document and then it will be posted on the De Anza College Club website.
5. **ICC Equipment:** Reminder it is the clubs responsibility to return borrowed equipment on time. Other clubs may be counting on the equipment. Please let us know if the equipment is not working properly.
6. **Winter Welcome Week:** De Anza Clubs helped 360 students according to the tally sheets. Thanks!

**ICC Important Dates**

- **Thurs. Jan 18**      **ICC Karaoke 11:30 AM-1:00 PM Patio, In Event of Rain Tables #5 and #6 Booked in Dining Hall**
- **Thurs. Jan 25**      **Club Day 11:00 AM-1:00 PM Main Quad**
- **Thurs. Feb. 1**      **Back up date for Club Day if rained out on Jan. 25**

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

- **Club Day Entertainment – Thursday, January 25, 2018**
- **New Student/ Counseling 50 Classes – Student Leaders Needed**