



ICC Advisor's Report
Wednesday, November 5, 2014

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

Office Hours: Sign up on ICC Officers Door
M/T: 9:30AM-11:30AM
W: 9:30AM-10:20AM

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. **Veterans Day/ Holiday:** Thank you Veterans! De Anza will be closed on Monday, November 10, 2014
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, 2015:** Please turn in Event Planning Request Forms 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.
4. **The Masquerade ticket sales deadline:** Please turn in ALL dance ticket sales by Tues Nov. 11 by 4:00PM to Student Accounts to the ICC Emergency Relief Fund and indicate your club name. Please turn in remaining tickets to me no later than the ICC Meeting on Wed. Nov. 12.
5. **Parking Permits:** Please remember to indicate the number of parking permits on your Event Planning Request Form. I am requesting Online Parking Permits and will email it back to the club.
6. **Club Copy Code:** Clubs without a Club Copy Code please see ICC Secretary, Ricky, after the meeting.
7. **Welcome Week Winter Quarter, Jan. 5-8, 2015:** Mandatory for all clubs to sign up for one shift. Sign Ups will be available at the next ICC Meeting.
8. **ICC Secretary Position:** Ricky will be leaving at the end of Fall Quarter. ICC will need a NEW Secretary who may not be a current member of the DASB Senate, ICC Officer, Club Officer/ICC Rep, or Student Trustee due to possible conflicts of interest. \$12 hr. Approx. 19 hrs per week. Open until filled. Must be available to work Mondays and Wednesdays from 12:30 pm – 3 pm and other hours to be arranged Mon – Fri. 9 am – 4:30 pm. Enrolled in 12 units with a current and cumulative 2.0 GPA and no more than 150 attempted units.