



ICC Advisor's Report
Wednesday, October 3, 2018

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

Office Hours: Sign up on Club Room Door
Tuesday 9:30 a.m – 11:00 a.m
Thursday 9:30 a.m – 11:00 a.m

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. **Welcome Back!** I look forward to another “active Club life”. Please plan “early” and turn in forms!
2. **ICC Financial Roster needs to be current and completely filled out:** Only the signatures on the current list are recognized for financial transaction. The club is responsible for having it current otherwise it will cause delays in payment if the signatures don't match the requisition/independent contracts.
3. **Special Event Facility Request Form:** Clubs need to fill out a Special Event Facility Request Form to reserve meeting rooms and club events. Please don't assume that your club can use an empty classroom or Sunken garden etc. Please allow at least 10 days to process. Please plan in advance.
4. **Club Mailbox:** They have been re-alphabetized. Please have a designated person to pick up the mail daily to avoid confusion.
5. **Office of College Life Hours:** M –TH 9 a.m – 5 p.m and Fri 9 a.m – 4:30 p.m
6. **ICC Office Hours:** If my hours don't work for you, please email me with another day and hours that would work for you. I could also give you a call.
7. **New Student Orientation Class:** I need student club officers and members to help me with the classes as presenters. Drawing for \$50 for clubs for Fall/Winter/Spring classes next Spring 2019. Sign up and I will send you emails with dates/times of classes.

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

- **Club Day Entertainment- Thursday October 11, 2018**

ICC Important Dates

- **Oct. 4 Club Karaoke**
- **Oct. 10 ICC Meeting**
- **Oct.11 Club Day (Oct 19 in the event of rain out on Oct 12) 11AM-1PM Main Quad**
- **Oct. 17 ICC Meeting**
- **Oct. 24 ICC Meeting**
- **Oct. 27 Making Strides Against Breast Cancer of Silicon Valley**
- **Oct. 31 Mandatory ICC/Club Financial Roster Due and ICC/Club Officers Financial Orientation Meeting**