

ICC Advisor's Report Wednesday, October 26, 2016

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ICCAdvisor@fhda.edu http://www.deanza.edu/clubs

(New Info is in bold text)

Office Hours: Sign up on ICC Officers Door

Tu/W/Th: 10:30 am - 11:30 am

Th: 2:30 pm - 3:30pm

If I am not in the ICC Office, Please check inside the Office of College Life

F.Y.I

- 1. <u>Club Event Info:</u> Please Email your club event info and flyer to me at ICCAdvisor@deanza.edu and I will forward it to the club officers/Advisors and to DASB and to De Anza Marketing Department for De Anza facebook and twitter once I verify that the room is confirmed.
- 2. <u>Fall/Winter Weather</u>: Club events that are scheduled for the outdoors MAY NEED to have an alternative location due to the weather. The PA equipment and canopy tent doesn't go outside if the weather is subject to rain.
- 3. <u>Copy Machine in the Office of College Life</u>: Please be considerate of others when making copies. Also, don't forget to take your ORIGINAL. If you bring color paper or the Copy Machine gets jammed please ask the front desk for assistance.
- 4. <u>Club Flyers</u>: Please remove posted club flyers after your club event is over. Thanks!
- 5. <u>Computer has internet</u>: Available for club business in the Office of College Life. Please be considerate about the amount of time that you spend there since there may be others who need to use it.
- 6. <u>Club Officer Information</u>: Please keep a list of your De Anza club involvement with officer title and dates of involvement. I don't keep a record of past club officers' name and term of officers.
- 7. <u>Club Name Change</u>: Your Club Mailbox will be moved to the last column for the remainder of the quarter. Club Mailboxes will be re-alphabetized at the end of the quarter in preparation for Winter, 2016.

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

- **♦** Making Strides Against Breast Cancer Saturday Oct 29. San Jose
- **♦** New Student Orientation Classes Student Volunteers

ICC Important Dates

- Sat. Oct. 29 Making Strides Against Breast Cancer Walk, 7:00 am 11:00 am, San Jose
- Wed. Nov 5 ICC Financial Orientation Mtg.-Send Club President, Vice President or Treasurer to Mtg
- Thu. Nov. 10 "Neon Party" Fall Dance sponsored by ICC, 7:00 pm 10:00 pm, Conference Room A/B, Hinson Campus Center