



**ICC Advisor's Report**  
**Wednesday, May 16, 2018**

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

**(New Info is in bold text)**

**Office Hours: Sign up on ICC Officers Door**  
**Tu/Th 9:30 am – 11:30 am**

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

**F.Y.I**

1. **Club Meetings for the Summer, Fall 2018:** Please turn in the Meeting Room Request and Dining Room Info Table Request Form (Light purple form) as soon as possible. Requests are processed in the order received.
2. **New Student Orientation Classes:** I need student club officers and members to help me with the classes as group leaders/presenters. You will be paired up with an experienced student for presentations. Drawing for \$50 for clubs for Fall/Winter/Spring or Summer classes.  
Sign up and I will send you emails with dates/times of classes. Sign up forms on Blue Bulletin Board, behind photo screen in Office of College Life and next to the sign-in sheets at the ICC Meeting.
3. **De Anza Graduation:** Friday June 29, 4:00 pm – 7:30 pm I need Club Volunteers will be needed to staff Information Booth, help pass out Graduation Programs to audience, and pass out Graduation Programs to Graduates and graduation attendees. Graduation starts at 6:00 pm  
Sign up on Clipboard- Win (2) \$50 Drawing will be given in Fall, 2018. Sign up by Friday, June 22 on Clipboard in Office of College Life. Volunteer will receive De Anza T-Shirt to wear at Graduation.
4. **REMINDER:** ICC Mandatory Financial Orientation Mtg Wed. May 23, 1:30 pm - 2:30 pm in the Student Council Chambers.  
Please send the Club President or Vice President or Treasurer to this meeting. If a student is a one of these club officers for 2 different clubs then that student may represent two clubs. Failure to send one of these officers will put the club on Probation. There is No ICC mtg. Please do not send the ICC Rep unless they are also the Club President or Vice President or Treasurer.
5. **Clubs on Probation for missing ICC Financial Orientation Meeting on May 23:** Please have the NEW Club President or Vice President or Treasurer who will be here in the Fall, 2018 must make up the meeting with an ICC Officer or the ICC Advisor. Sign up on the ICC Office door. It is okay to have more than 1 Club sign up for appointment. Must be done by Tuesday June 5 by 4:00pm.
6. **Club Meetings for the Fall, 2018:** Please turn in the Meeting Room Request and Dining Rom Info Table Request Form (Light purple form) as soon as possible. Requests are processed in the order received.

**ICC Important Dates**

**ICC Financial Orientation Meeting**  
**ICC Meeting**  
**Spring Finale Reception**  
**De Anza College Finals**  
**De Anza Graduation**

**May 23**  
**May 30**  
**June 6**  
**June 25-29**  
**June 29**