



ICC Advisor's Report Wednesday, June 3, 2015

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

(New Info is in bold text)

Office Hours: Sign up on ICC Officers Door
Tu 10:30 am – 11:20 am & 3:30 pm – 4:30

W 9:30 am – 11:20 am

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

F.Y.I

1. **A Thank you to ICC Officers, The De Anza Network, DASB for their creative decorating, setting up and staffing the Ticket Sales and Clean Up! Thanks, Clubs for selling tickets! ___ were sold in advance and 12 at the door for a total of ____.**
2. **Club Mailboxes: will be updated in an alphabetical order at the beginning of July so your club mailbox location may change. Clubs that begin with De Anza will be alphabetized by the main club name.**
3. **Office of College Life and Student Accounts Office: Summer Hours will be begin Monday, June 29th – Sept. 16th 9:00 AM-4:30 PM. We will be closed on Fridays so please plan accordingly.**
4. **Club Copy Code: New copy codes will be issued beginning Sept. 21, 2015. A Club officer will need to see Jayme, La Donna or Dennis.**
5. **Turn in Meeting Room / Special Event request Form Summer or Fall: Club Meetings or Club Events. Please allow at least 10 working days to process.**
6. **Turn in Requisitions for 2014-2015: The requisitions, club minutes, receipts no later than Friday, June 19th for last check run on June 30, 2015.**

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

- ✦ Welcome Week Sign Up – Fall 2015
- ✦ New Student Orientation Classes

ICC Important Dates

- Sept. 21- 24 Welcome Week Info Tent staffed by De Anza clubs
- Sept. 23 Fall Welcome Week Reception (Required Attendance for ICC Perfect Attendance)
- Sept. 28 ICC Agenda Meeting
- Sept. 30 1st ICC Meeting
- Oct. 1 Club Karaoke
- Oct. 8 Club Day