



ICC Advisor's Report  
Wednesday, October 12, 2016

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

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

(New Info is in bold text)

F.Y.I

1. **Club Meeting Flyers:** All club flyers need to have a flyer with the dates/time and location for the Club Glass Display Case. A Club Officer needs to sign the back of the flyer and then give the flyer to an ICC Officer, ICC Secretary, or ICC Advisor to post in the Club Glass Display Case
2. **Posting Club Event Flyers:** All club flyers must have the name of the club on the flyer. Please bring the 10 flyers to the Office of College Life to be stamped for approval no later than Thursday since posting is done on Fridays.
3. **Helium Balloons:** Please use ICC Equipment Form to request use of Helium. Clubs may use the balloons and ribbons that we have instead of buying your own unless you have special colors. Please buy 12"balloon size. There is a limit of 20 Balloons for a Club event. Please bring 2 people to blow up Balloons on M-F between 9:00 am – 4:15 pm
4. **Club Room Hours:** The Club Room is open M-TH 7:00AM-9:00PM and F 7:00AM-4:30PM. Use the doors with the electronic lock.
5. **Club Events:** All flyers need to have the following information: Sign language interpretations available upon request; one week notice; contact name/phone #. Flyers to be transferred to an alternative format at least two weeks before event.
6. **Equipment:** Please pick up and return Equipment (PA system, LCD projector etc..) M-F between 9:00 am – 4:00 pm

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

- ❖ Club Day Entertainment
- ❖ Silicon Valley Breast Cancer Walk

ICC Important Dates

- Oct. 13 Club Day (Oct 15 in the event of rain out on Oct 8) 11:00 am – 1:00 pm Main Quad
- Oct. 19 ICC Meeting
- Oct. 26 ICC Meeting