



ICC Advisor's Report
Wednesday, June 7, 2017

La Donna Yumori – Kaku, ICC Advisor
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<http://www.deanza.edu/clubs>

Office Hours: Sign up on ICC Officers Door
Tu/W/Th 10:00 am – 11:30 am
Th 2:30 pm – 3:30 pm

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. Fall 2017 Welcome Week: All Clubs need to sign up for shift Sept. 25-28. Deadline Fri. June 23. Sign up on clipboard at ICC Meeting or in Office of College Life. Be sure to check ALL 4 days since club needs to sign up just ONE!**
- 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 July 3-7, 9:00 am – 4:30 pm, July 4 – Holiday/Campus closed. 9:00 am – 4:30 pm July 10 – Aug 24 (M-Th), Aug.28 – Sept. 1 (Sept 1 – Holiday/Campus closed) Sept. 4-15 We will be closed beginning July 14 – Aug. 25 please plan accordingly. Fridays Sept. 18-22TBA**
- 4. Club Copy Code: New copy codes will be issued beginning September 25, 2017. A Club officer will need to see new ICC Secretary, La Donna or Dennis.**
- 5. Turn in Meeting Room / Special Event request Form for Summer and Fall: Club Meetings or Club Events. Please allow at least 10 working days to process.**
- 6. Turn in Requisitions for 2016-2017: The requisitions, club minutes, receipts no later than Friday, June 16th for last check run on June 30, 2017.**

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

- * **Graduation Volunteer – June 30 – Deadline Fri. June 23**
- * **Welcome Week Sign Up – Fall 2017 – Deadline Fri June 23 –**
- * **New Student Orientation Classes**

ICC Important Dates

- **Sept. 25- 28 Welcome Week Info Tent staffed by De Anza clubs**
- **Sept. 26 ICC Welcome Week Entertainment (TBA)**
- **Sept. 27 Fall Welcome Week Reception (Required Attendance for ICC Perfect Attendance)**
- **Oct. 2 ICC Agenda Meeting**
- **Oct. 4 1st ICC Meeting**
- **Oct. 5 Club Karaoke**
- **Oct. 12 Club Day**