



ICC Advisor's Report
Wednesday, April 19, 2017

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Office Hours: Sign up on ICC Officers Door
M/Tu/W/Th 9:30 am – 10:30 am
Th 2:30 pm – 3:30 pm

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

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. Welcome and Welcome back to the ICC for Spring Quarter, 2017!**
I look forward to working with you! Please contact me through my office hours, email or by phone: If I am not in the ICC Office for my office hour, then come to the Office of College Life Office.
- 2. Spring Welcome Week** – Thank you clubs for your support. We helped 599 people.
- 3. Spring Quarter Club Meeting Room Requests** – Please submit a Meeting Room and Dining Room Info Table Request Form (Lavender Form) to reserve a room. The forms will be processed in the order received. Please don't assume that your club can use an empty classroom or Sunken Garden etc. Please allow 10 working days.
- 4. Club Events:** PLEASE SEE ME before or when you turn in your Special Event Facility Request Form (Yellow Form) so I can review the form to avoid any delays with your request. It just takes a few minutes to review. I can also provide FREE parking permits for your speaker(s). Sign up for an appointment, call, or email me.
- 5. Club Meeting Flyer:** Please create a Club Meeting flyer and give it to the College Life front desk or the ICC officers for posting in the Club glass display case.
- 6. Club Flyers to post in Glass Display Case are due** no later than Thursday afternoon to Office of College Life. The student employee will post on Fridat. Limit 10 flyers (no longer than 8.5" X 11")
- 7. High School Day:** High School Student and Parent Open House Saturday, April 27, 2017 at the Sunken Garden. Setup begins at 8:30am. Event will be held 9:00AM – 1:00PM. Limit of 2 people per club. Free T-Shirt and Lunch. Deadline April 22, 2017 or until Club slots are taken!

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

❖ Club Day Entertainment – April 27, 2017

ICC Important Dates

- April 20 Club Karaoke
- April 27 Club Day
- April 29 High School and Parent Open House at De Anza
- May 11 Club Day if rained out on April 27