

ICC Representative Meeting

Wednesday April 20th
1:30-2:30 PM PST

Inter-Club Council | 2022-2023

Fall Club Day

Club Day

(NEXT WEEK!)

IN-PERSON: Thursday October 13th, 2022
11 AM-1 PM PT | Main Quad @ De Anza

(Back-up date: Thu 10/20)

Club Day - RSVP & Registration

- Club Day RSVP Form: <https://forms.office.com/r/5eCtTDGb76>
 - Do NOT share with members, just for Clubs to reserve table/spot)
 - RSVP by Friday 10/7
- Club Day Entertainment Sign-up Form:
<https://forms.office.com/r/n4kAzcJrXq>
- NO Zoom portion/registration

Club Day - Guidelines

- ICC will provide tables & chairs; supplies for setting up to borrow
 - 1 table & 2 chairs, pick up/return @ Flag Pole or Fountain Area
- Clubs need to provide
 - Volunteers to set up and return tables & chairs
 - Club signs and decorations
 - Food items - must be individually wrapped, NO homemade food, don't bring candy that will melt
 - Club Banner, Sign, or Poster with Club Name
 - Please assist other clubs who may ask for help with their table/chair
- Please check in at the ICC Info Table when you set up and when you leave
- If a club cannot participate in Club Day, a written notice must be submitted at least twenty-four (24) hours prior to the event.

Club Day - Funding Guidelines

- Clubs are expected to use their club funds for tabling supplies, go through reimbursement process
 - Complete [Meeting Financial Action form](#) to agree on purchases that fit your needs and budget
 - Check your [Fund 44 account](#) for amount of available funds!
 - Purchase items and hold on to receipts!
 - Submit receipts (original, detailed, itemized) with completed Meeting Financial Action Form and [Requisition](#) form to ICC Advisor and ICC Chair & Vice Chair of Finance

Club Day - Virtual Engagement

- Clubs are strongly encouraged to submit a video for the ICC to share via ICC's YouTube channel
 - Videos used in past Virtual Club Days are fine as long as information isn't outdated
 - You can record yourselves narrating through a slideshow, or submit the slideshow with just music in the background
 - Minimum suggested contribution: create a single slide with important information about your club (website, social media, contact info) to be added to video
- ICC will also be filming an Instagram Live video during the event!

IN-PERSON Club Day - Schedule

- EVENT TIME: 11am-1pm @ Main Quad
- 10:00-11:00am Set Up Club Tables (1 table, 2 chairs)
- 10:00-11:15am Check in at ICC Tent
- 1:00pm Club Group Photo on Library Steps
- 1:10pm-1:30pm Clean up (Put away tables & chairs, remove trash from your area)
Check-out (ICC Tent)

Clubs will be charged a **\$25 fine** if the area is not cleaned up or if you leave your table/chairs

Table locations are first-come, first serve. If you require an outlet, email ICC Advisor (arreolamaritza@fhda.edu)

Clubs on Trial - may participate, but will have to share their table with another prospective club

Club Day - RSVPs (as of 10/5 12pm)

- Active Minds at De Anza
- Art Guild, De Anza
- Association for Computing Machinery (ACM)
- Black Student Union
- **DnD Club**
- InterVarsity Christian Fellowship
- K-Pop Dance Club
- Outdoor Club of De Anza College
- Permias Indonesian Students Organization (PISO)
- Psychology Club
- Red Cross, De Anza (DARC)
- Student Nurse Organization (SNO)
- Women in Computer Science (WiCS)
- Zero Waste & Climate Awareness Club

***Reactivation needed FIRST**

Club Awards - PROMO

- Create a promotional flyer, image or video post to promote your club's "booth" at Club Day! Post this on your social media and/or share with your email list, and then send what you create to ICC Advisor: arreolamaritza@fhda.edu. You can also tag ICC on social media.
- It must include the event info (date, time, location), and name of your club (e.g. "Hang out with *(your club here)* at Fall Club Day!").
- Submitting will enter your club into the drawing for one of the 3 awards. Clubs can have up to 1 entry for this award. Award amount TBD.

Promo Examples

Looking for communities at De Anza? Check out our clubs!

WINTER CLUB DAY



JAN 21
4-6PM

JOIN THE MVA ON ZOOM

Register Here!
<https://tinyurl.com/DAC-Winter22ClubDay>



MORE INFO ON THE @DEANZA_ICC INSTAGRAM PAGE

Learn more about us on Club Day!

De Anza Red Cross

JAN. 21, 2022 @ 4:00 PM

Register for Club Day
Zoom link in our bio!



Club Awards - ENGAGEMENT

- ICC will have a Club Day passport for students to share which clubs they interacted with at the event. Details will be shared as we get closer to the event.
- Award amount TBD

Club Awards - BEST DECORATED BOOTH

- Students at Club Day will be able to vote for the table they think is the best decorated! Voting slips will be at the ICC table.
- Award amount TBD

Club Awards - BEST PERFORMANCE

- Students at Club Day will be able to vote for their favorite Club Day performance! Voting slips will be at the ICC table.
- Award amount TBD

Steps to Reactivate

1. Create or update Club Constitution
2. Fill out Club Petition
3. Update Club Financial Roster
 - a. MUST have signatures
4. Schedule an Orientation with ICC Advisor
5. Attend ICC Meetings every other Wednesday

See [Guide to Starting New Clubs](#) or [ICC Website](#)

Complete steps 1-4 for Club Day Prospective Club half-table
(orientation can be scheduled for after Club Day but BEFORE 10/19
Rep meeting)

ICC FAQs

Club Meetings: On Campus

How can I reserve space for club meetings in-person?

- Discuss this decision with your club officers AND advisor(s); note that in-person meetings MUST be on-campus, and a club advisor MUST be present for on-campus meetings
- Submit a [Meeting Room Request Form](#) to Office of College Life or Maritza (ICC Advisor)
 - At least 12 business days before first meeting
 - Include all requested contact information
 - Advisor must sign
 - If advisor has already reserved space, you must still submit form with that box indicated

Club Meetings: Zoom

How can our club have meetings on Zoom?

- ICC can set up a Zoom Pro account for your club!
 - ICC Advisor will arrange this with College Tech Services; email Maritza (arreolamaritza@fhda.edu) with the following information:
 - Club Officer name
 - Position
 - Personal Email (not club email)
- Designated club officer will receive email instructions to log-in

Club Room & Lockers

Club Room

- Are there updates with the Club Lockers and Club Room?
 - Club room currently going through some repairs
 - Lockers will be available to clubs soon on a first-come, first-serve basis
 - Locker combos will be changed this year
 - Lockers used by Inactive clubs will be on-hold until end of quarter; if club does not reactivate, items will be removed

Club Room

- What are the general guidelines for the Club Room?
 - Keep all personal belongings with you. Do not leave your property in the Club Room.
 - Please clean up after yourselves.
 - Please respect other club's property.
 - Please turn off the lights before you leave the clubroom.
 - Music and noise level needs to be at an appropriate level so others are not disturbed.
- What are the Club Room Furniture Guidelines?
 - Please do not sit on the tables.
 - Please re-arrange chairs and tables neatly to their original setting
 - Do not remove Tents from Club Room; these must be checked out through OCL.

Club Room

- What are the Club Room guidelines for Club Posters?
 - Club Event posters may be posted two weeks before time of event.
 - Clubs are limited to two club posters and two club stickers on Club Room walls.
 - Please respect others posters, and remove overdue poster permanently.
 - Please leave bulletin boards for announcements and ICC postings, and do not post poster on them.
 - At the end of the year there should be no posters and club items on the wall and bulletin boards. They will be given away in case of failure to do so.
 - There will be a monthly clean up of the Club Room.
- What are the guidelines for Storage of Club Supplies?
 - Please store all of your club items in your club locker.
 - Please refrain from leaving large items in the Club Room.
 - Please label all supplies with club name

Club Flyers & Printing

Club Flyers & Printing

- What are the requirements for club flyers?
 - Be sure the event/meeting has already been approved **BEFORE** posting
 - Include event/meeting details, website/social media page with more information, and club contact information
- How can I have flyers posted in locked campus posting spaces (including ICC Display)?
 - Bring your flyers to the Office of College Life front desk, and staff will review and post them in campus display cases
- How can I post flyers to other Campus Bulletin Boards
 - Bring your flyers to the Office of College Life front desk to be stamped for you to post in other bulletin areas
 - Posted signs without a stamp will be removed
- Printing
 - We are currently looking into bringing back club-accessible printing - stay tuned!
 - For now, OCL can print a small amount of copies for clubs (up to 25 color, up to 50 B&W)

Financial Info

Financial Info: Club Awards

- How can I get money for my club?
 - Awards from the ICC
 - Club Awards: free money from the ICC that is awarded to clubs for participation in ICC Events and ICC Rep Meeting attendance (club must be Active)
 - \$50 starter fund awarded from ICC to newly created clubs once declared a newly Active club

Financial Info: Fundraising

- How can I get money for my club?
 - You can fundraise
 - This can be through cash collection, having people donate directly to your club through the Student Accounts window, or organizing a fundraiser with a company restaurant (i.e. Panda Express fundraiser where percentage of sales go to club)
- What is required for my fundraiser?
 - Complete the [Fundraising/Money Collection form](#), submit to Office of College Life (BEFORE fundraiser)
 - If collecting cash, complete [Cash Box Request Form](#) (BEFORE fundraiser) and track [Cash Count](#); return all to Student Accounts

Financial Info: Fundraising

- Can I have people donate to my Venmo and then I pay the money to my club's account?
 - No. All club financial transactions must be handled by the De Anza Student Accounts Office only.
- Can our club fundraise and then donate those funds to a charity/organization?
 - No. Clubs can either promote an existing fundraiser of the charity/organization, OR cosponsor a campus event with the charity/organization taking donations directly

Financial Info: Reimbursements

- How can we access our club funds?
 - Clubs generally access club funds through a reimbursement process
- How can I get reimbursed for club-related purchases?
 - Preferably before your purchases, complete [Meeting Financial Action form](#) to agree on purchases that fit your needs and budget
 - Check your [Fund 44 account](#) for amount of available funds!
 - Overestimate a bit; you can get up to the amount indicated in form
 - Have club officer or advisor purchase items and hold on to receipts!
 - Submit receipts (original, detailed, itemized) with completed Meeting Financial Action Form and [Requisition](#) form to ICC Advisor and ICC Chairperson (filling ICC Chair of Finance duties until position is filled)
 - If club officer is getting reimbursed, they should NOT be the one signing

Financial Info: Additional Notes

- Financial Roster
 - Required with any changes to club leadership (advisors and/officers)
 - MOST clubs still need to submit their updated roster for 2022-2023
 - MUST be signed (let us know if you're having issues with this)
 - Needed before any reimbursements can be processed
- Financial Orientation
 - More detailed overview of Financial Code & forms
 - Will be required for all clubs - stay tuned!

Questions?

- ICC Chairperson: Khanh Ngo ICCChairperson@fhda.edu
- ICC Chair of Club Affairs: Cedric Buenviaje ICCClubAffairs@fhda.edu
- ICC Chair of Programs: Ruchira Danavadi ICCPrograms@fhda.edu
- ICC Chair of Marketing: Alena Yuan ICCMarketing@fhda.edu
- ICC Secretary: Sean Htet ICCSecretary@fhda.edu
- ICC Advisor: Maritza Arreola arreolamaritza@fhda.edu