



ICC Advisor's Report
Wednesday, November 18, 2015

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

Office Hours: Sign up on ICC Officers Door
T: 9:30 am - 10:30 am
W: 10:30 am - 11:30 am
Th: 1:30 pm - 3:30 pm

If I am not in the ICC Office, Please check inside the
Office of College Life/Student Activities Office

(New Info is in bold text)

F.Y.I.

1. **“Freaky Friday” – Fall Dance** A BIG Thanks to the Clubs and DASB, for making it happen by selling tickets and a BIG THANKS to Tu, Tommy, Raisa, Judy, DASB D&E, Cheer and Dance Club and DECA for helping decorating and clean up. Thanks also to DASB for helping with decorations, ticket sales and clean up.
2. **Club Advisors:** Reminder that there needs to be a Club Advisor at club meetings and events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #'s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.
3. **Club Financial Action Form:** This form needs to be signed by the Club Secretary and Club Advisor. If the Club Secretary is not present the form needs to be signed by 2 designated officers, Club President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also the above Club Officers.
4. **Off Campus Liability Waiver Forms:** Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today's date to June 30, 2016. Also, if there are any minors (under age 18) then a different form needs to be completed and signed by the minor's guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.
5. **ICC Fall Finale Reception on Wed. Nov. 25:** ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing.
6. **New Clubs Drawing at ICC Fall Finale Reception on Wed. Nov. 25.** Club must be present to win 10@\$100!
7. **College Life Office Holiday Schedule:** We will be closed Dec. 14, 2015 – Jan. 1, 2016
8. **Club Meetings for Winter Quarter 2016:** Clubs need to turn in a Room Request each quarter! Also if your club gets a meeting room but not through our office please fill out an Event Request Form and write down the date, time and location of the club meeting. So that other interested people may find and join your club.
9. **Welcome Week for Winter 2016:** All clubs need to sign up for one shift or make any date/time change no later than Fri., Dec. 4 by 4PM. The Welcome Week Sign Up Sheet is at the front of this table and will be on the Blue Bulletin Board behind the Blue Photo Screen in the Office of College Life/Student Activities Office after this meeting.
10. **Club Mailboxes:** will be re-alphabetized Mon. Dec. 7, 2015 for Winter Quarter.
11. **University and College Apps and Finals:** Good luck!