



ICC Advisor's Report
Wednesday, October 15, 2014

La Donna Yumori – Kaku, ICC Advisor
(408) 864-8692

Office Hours: Sign up on ICC Officers Door
M/T: 9:30AM-11:30AM
W: 9:30AM-10:20AM

ICCAdvisor@deanza.edu

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

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. CLUB DAY: GREAT Club Day! Lots of energy!! I would like to recommend that clubs who didn't not have a club banner to fill out an ICC Budget Request Form (#1 slot in Revolving Literature Rack) and request up to \$150 for a banner. Only one club banner funded by ICC per year is allowed. ICC used Allegra Cupertino www.allegracupertino.com 10161 S. De Anza Blvd. Cupertino (408) 446-0915 info@allegracupertino.com for the ICC Table top banner.**
- 2. Club Events: Please see me if your club is planning an event so I can review the Event Planning Request Form. I will initial the form. I have One Day Parking Permits for guest speakers.**
- 3. De Anza checks processing schedule: Please allow up to 10 working days for Student Accounts to process checks.**
- 4. De Anza Requisitions: Please remember to include the date of club event, # of club members attending event when requesting reimbursement for Refreshments.**
- 5. Off Campus Events: Please use the District Waiver Form and Off Campus Form for club off campus events when you are using the Club name and/or club funds. Forms are available in the Revolving Literature Rack located outside the Student Accounts/Office of College Life Office.**
- 6. Club Name Change: Your Club Mailbox will be moved to the last column for the remainder of the quarter. Club Mailboxes will be re-alphabetized at the end of the quarter in preparation for Winter, 2015.**
- 7. ICC Meeting, Club Name Placards: At the end of each ICC Meeting, please return all Club Name Signs on the attendance sheets tables.**

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

❖ Making Strides Against Breast Cancer – Saturday Oct 25. San Jose

ICC Important Dates

- Nov 1 De Anza Flea Market
- Nov 14 ICC/DASB Dance "The Masquerade" 9PM-Midnight, Conference Room A & B