



ICC Advisor's Report
Wednesday, November 8, 2017

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

Office Hours: Sign up on ICC Officers Door
Tues: 9:30am-10:30am, 4:00pm-5:00pm
Wed: 9:30 am-11:30am
Thursday: 2:30pm-3:30pm
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. **Veterans Day/ Holiday**: Thank you Veterans! De Anza will be closed on Friday, November 10, 2017
2. **Club Officer Signature**: Remember to have club officers sign their signatures the same way that they signed on the Club Financial Roster form on all official club attendance, Club Financial Action Form, Requisitions, etc.
3. **Club Meetings for Winter Quarter, 2018**: Please turn in Meeting Room and Dining Room Table Request Form (Lavender Form) now for a room. Classrooms for Fridays are available. Forms are processed in the order that they are turned in. Clubs who have a room in the fall aren't guaranteed the same room. Winter quarter classes start Monday, January 8, 2018
4. **Parking Permits**: I am requesting Online Parking Permits and will email it back to the club, if I see the request for parking permit on the Special Event Facility Request Form (Yellow Form)
5. **Club Copy Code**: Clubs without a Club Copy Code please see ICC Secretary, Joyce, after the ICC meeting or come to the Office of College Life and see Joyce or La Donna
6. **Welcome Week Winter Quarter, Jan. 8-11, 2018**: Mandatory for all clubs to sign up for one shift. Sign Ups at the ICC Meeting, Deadline is on Friday, December 15th and then at the Office of College Life on the Blue Bulletin Board on the wall behind the Photo ID Screen

ICC Important Dates

- Thu. Nov. 16 "Fall Mixer" sponsored by ICC and DASB, 6:30 pm – 8:30 pm, Conference Room A/B, Hinson Campus Center