



**Inter Club Council Agenda
January 23, 2019
1:30 pm, Student Council Chambers**

<http://www.deanza.edu/clubs>
<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

1. Call to Order

**2. Guest Speaker(s): (1) Alicia Cortez, Dean of Equity and Engagement,
cortezalicia@fhda 408- 864-8365**

3. Approval of the Minutes – Jan. 16, 2019

4. Approval of Today’s Agenda

5. Club(s) on Probation: (22)

Missed Welcome Week, Missed 1/16 Mtg.

Chemistry / Entrepreneurship and Investment / FemEd / Go and Chess / Grace Fellowship / Hello World / HKSA / Infamy WWII History and Legacy / ISV / K-Busking / Koala Tree / Math / MSA / Second Journey / Share Endeavors / The Pacific Bridge / UNICEF

Must attend 1/23, 1/30 ICC Mtg. to get off probation

Missed Welcome Week, Attended 1/16 Mtg.

Cognitive Science / Competitive Programming / Japanese and American Association / Statistic / VSA

Must attend 1/23 Mtg. to get off probation

6. Club(s) on Trial: (2)

De Anza Tabletop / Punjabi

Must attend New Club Orientation Mtg. no later than Tues. Jan. 30

7. New Clubs: (1)

De Anza Art Guild will receive a one-time allocation of \$100.00

8. Number of Active Clubs: (80)

9. Calendars

9.1 ICC/Club Calendar of Events as of 1/22/19

Information is from the Event Planning Request Form

(**New Information in Bold/** * Money collected)

Jan 24. Club Day, 11:00 am – 1:00 pm, Main Quad

Jan. 30 Red Cross Kindness and Justice Challenge Day -

9:00 am – 1:30 pm, Main Quad

Jan. 31 Club Day, 11:00 am – 1:00 pm, Main Quad (in event of rain on Jan 24.)

9.2 DASB Calendar of Events as of 1/22/19

Information is from the Event Planning Request Form
(**New Information in Bold**/ * Money collected)

Jan. 30. Meet your Senators Day, 10:30 am – 1:30 pm, Main Quad

10. Club/ICC Allocation Account Balance Status as of 1/23/19

ICC Fundraising Holding	(#44-4285)	\$904.00
ICC Capital	(#44-4290)	\$5,159.27
ICC/Club Allocations	(#44-54730)	\$6,539.00
ICC Allocation-New Club Account	(#41-54720)	\$300.00
ICC Events Award Account	(#41-54600)	\$6,550.00
ICC Inactive Hold	(#44-4300)	\$5,000.23
ICC Scholarship Account	(#44-4310)	\$21,506.82
ICC	(#44-4320)	\$5,514.88

11. Business

11.1 Club Day Winter Jan. 24, 2019

(Info)

11.2 ICC Office Job Descriptions/Election

(Info)

11.3 ICC Financial Code Proposed Changes

(Info/Action)

III. DASB/ICC ALLOCATIONS

- E. Once the allocation is approved by ICC, then an email will be sent to the club and club advisor(s). The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks after the club event or by June 30 if funding is for an event or purchase in June. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting-**but cannot go past June 30.**

VII. CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)

Breakfast will not exceed \$10.00

Lunch will not exceed \$15.00

Dinner will not exceed \$30.00

The amount needs to include tax and tip per person. An **original**, itemized receipt needs to be attached to a requisition for reimbursement.

VIII. DEPOSITS

- C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Office Staff, who ~~shall be bonded employees of the District.~~ **are covered under the District's Insurance Policy**

IX. EXPENDITURES

- A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition with a copy of the Club Meeting Minutes that approved the expense or submit the Club Meeting Financial Action Form (available at the Student Accounts Office or the ICC Literature Rack or on the website www.deanza.edu/clubs) and will secure the signatures of the Club Advisor, Club Treasurer or the Officer designated signatures and turn into the Student Accounts Office who will then get the signatures of the ICC Chair of Finance, the ICC Advisor, Dean of Student Development and the Director of ~~Budget and Personnel~~ **Fiscal Services**. Club/DASB account (#41-xxxx, DASB) will secure the signatures of the ICC Chair of Finance, ICC Advisor, DASB Chair of Finance, the Dean of Student Development and the Director of College Life and Director of ~~Budget and Personnel~~ **Fiscal Services**.

XII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of ~~Budget and Personnel~~ **Fiscal Services**. Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Club members should never make a direct payment to an individual contractor for their service to the club, and then try to get reimbursed from the Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code. All services \$1,000.00 or greater require a

~~District~~ Purchase Requisition for a ~~District~~ P.O. to be generated

- A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack or at the Student Accounts website www.deanza.edu/studentaccounts), and will secure appropriate approval signatures.

XIV. DONATIONS TO CLUBS

5. Clubs need to inform ICC of their intent to solicit donations via the ~~College Life Money Collection form section on the back page of the Event and Meeting Planning Request Form~~ **the College Life Fundraiser / Money Collection Form**

11.5 ICC Flea Market Concession Code Proposed Changes

SECTION 2. Student Workers

Clubs working the July, August, September Concession Stands(s) must supply a minimum of ~~five (5)~~ **six (6)** workers who are De Anza students or people who intent to enroll for fall.

SECTION 3. Voting

- A. The ICC will vote one month prior to each Flea Market. The exception will be the **C**oncession **B**ids for June, and July, ~~which will be voted in May and for~~ August, September, and October, which will be voted upon in ~~June~~ **May**.
- B. The ICC Chair of Programs will determine whether a secret ballot will be taken for determining the Flea Market concessions. If there are enough clubs to work the **C**oncessions then the ICC Chair of Programs can ask for a voice vote for approval.
- C. Clubs will vote for one club for the Concession Stand and the club with the highest number of votes will receive the ~~opportunity to operate the~~ concession stand. In the event of a tie then both clubs will receive it. In the event of more than a two-way tie, then a drawing will be held.

12. Club Karaoke Drawing (2 @ \$50) (Info/Action)

13. Reports

DASB Liaison: Lawrence Su

ICC Advisor: La Donna Yumori-Kaku

14. Roll Call (Action)

15. Announcements

16. Adjournment