



ICC Advisor's Report
Wednesday, April 18, 2018

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

Office Hours: Sign up on ICC Officers Door

Tues/Thurs 9:30am-11:30am

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. Welcome and Welcome back to the ICC for Spring Quarter, 2018!**
I look forward to working with you! Please contact me through my office hours, email or by phone. If I am not in the ICC Office for my office hour, then come to the Office of College Life Office.
- 2. Spring Welcome Week – Thank you clubs for your support! We helped 399 students!**
- 3. Spring Quarter Club Meeting Room Requests – Please submit a Meeting Room and Dining Room Info Table Request Form (Lavender Form) to reserve a room. The forms will be processed in the order received. Please don't assume that your club can use an empty classroom or Sunken Garden etc. Please allow 10 working days.**
- 4. Club Events: PLEASE SEE ME before or when you turn in your Special Event Facility Request Form (Yellow Form) so I can review the form to avoid any delays with your request. It just takes a few minutes to review. I can also provide FREE parking permits for your speaker(s). Sign up for an appointment, call, or email me.**
- 5. Club Meeting Flyer: Please create a Club Meeting flyer and give it to the College Life front desk or the ICC officers for posting in the Club glass display case.**
- 6. Club Flyers to post in Glass Display Case are due no later than Thursday afternoon to Office of College Life. The student employee will post on Friday. Limit 10 flyers (no longer than 8.5" X 11")**
- 7. High School Day: High School Student and Parent Open House Saturday, April 26, 2018 at the Sunken Garden. Setup begins at 8:30am. Event will be held 9:00AM – 1:00PM. Limit of 2 people per club. Free Lunch. Win \$50 Drawing! Deadline Friday April 20, 2018.**
- 8. New ICC A-Frames: We have 2 Outdoor A-Frames in the Main Quad and over by the Flint Center Entrance. Thank you for putting it together – Dennis & Arjun & a shout out to Jeff who put 1 A- frame by himself!**

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

❖ Club Day Entertainment – April 26, 2018

ICC Important Dates

- April 19 Club Karaoke
- April 26 Club Day
- April 28 High School and Parent Open House at De Anza
- May 3 Club Day if rained out on April 26