


DE ANZA COLLEGE

ICC 2022


SPRING TRANSITION GUIDE

Keep your club running and active!

CONTACT US

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 deanza.edu/clubs

 [@deanza_icc](https://www.instagram.com/deanza_icc)



What Should You Know?

During the Spring quarter, a lot of change is bound to happen as students transfer and begin new chapters of their lives. Here are some things to consider as your club enters the new quarter...

- Elections
- New Officers
- Documents / Passwords
- Advisors

Elections

- Aim to have elections done by Week 6 of the Spring Quarter
- Utilize marketing to promote applications
- Encourage current officers to apply

Did you know?

Week 6 is also the deadline for new clubs!

New Officers

- Once you have your new officer team, train them!
- Consider having them shadow you during meetings
- Write reflections on what you would have liked to know
- List all responsibilities (and how to do them!)

Financial Roster

- After selecting your new officer team, remember to update your club's Financial Roster.
- Should be done as soon as possible DURING the Spring Quarter.
- deanza.edu/clubs/documents/ICC-Financial-Roster.pdf

Documents & Passwords

- Create a document with all accounts, usernames, and passwords to pass on
- Create a shared drive that all officers can access
- Make advisors Owners of shared drives. (Check with them to see what they prefer Google Drive vs. Microsoft Office)

Advisors

- Have conversations with your advisors about your plans for the future!
- Make sure all Part Time Faculty are teaching in the district.
- Introduce new officer team to advisors


HAVE A GREAT SPRING QUARTER!

Any other questions? Feel free to
reach out!

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