



ICC Advisor's Report Wednesday, June 1, 2016

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

Office Hours: Sign up on ICC Officers Door
M 4:00 pm – 5:00 pm
T/W 10:30 am – 11:30 am
Th 2:00 pm – 3:00 pm

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. **Fall Welcome Week: All Clubs need to sign up for shift Sept. 26-29. Deadline Fri. June 17**
2. **Club Mailboxes: will be updated in an alphabetical order at the beginning of July so your club mailbox location may change. Clubs that begin with De Anza will be alphabetized by the main club name.**
3. **Office of College Life and Student Accounts Office: Summer Hours will be begin Monday, June 27th – Sept. 23th 9:00 AM-4:30 PM. We will be closed on Fridays so please plan accordingly.**
4. **Club Copy Code: New copy codes will be issued beginning September 26, 2016. A Club officer will need to see Jayme, La Donna or Dennis.**
5. **Turn in Meeting Room / Special Event request Form for Summer and Fall: Club Meetings or Club Events. Please allow at least 10 working days to process.**
6. **Turn in Requisitions for 2015-2016: The requisitions, club minutes, receipts no later than Friday, June 24th for last check run on June 30, 2015.**

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

- † Graduation – June 25 – Deadline Fri. June 17
- † Welcome Week Sign Up – Fall 2016
- † New Student Orientation Classes

ICC Important Dates

- Sept. 26- 29 Welcome Week Info Tent staffed by De Anza clubs
- Sept. 27 Fall Welcome Week Reception (Required Attendance for ICC Perfect Attendance)
- Oct. 3 ICC Agenda Meeting
- Oct. 5 1st ICC Meeting
- Oct. 6 Club Karaoke
- Oct. 13 Club Day