



ICC Advisor's Report
Wednesday, November 23, 2016

La Donna Yumori – Kaku, ICC Advisor
(408) 864-8692

Office Hours: Sign up on ICC Officers Door
Tu/W: 10:30 am - 11:30 am

ICCAdvisor@fhda.edu

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

(New Info is in bold text)

If I am not in the ICC Office, Please check inside the
Office of College Life

F.Y.I

1. **Large Posters:** The recommended size of your poster design of 24" x 31" because that size conforms to the ratio for letter size paper (8.5" x 11"). Here are the various ratios for letter size paper: 8.5 " x 11" (letter size flyer), 18.5" x 24" (small poster), 24" x 31" (large poster) 4.25" x 5.5" (quarter sheet size flyer) Our office will print up to four poster for your events held on campus and we request that you bring in your files for printing at least one week prior to your event.
2. **Copy Machine in the Office of College Life:** Please be considerate of others when making large quantity of copies. Also please take your original from the copy machine.
3. **Club Flyers:** Please remove posted club flyers inside classrooms after your club event is over.
4. **Free Legal Advice:** Sign up for 15 minutes appointments with lawyer, Ron Goularte to discuss a legal question at the front desk of the College Life Office. Please show your current DASB card.
5. **Sign up for 2017 Welcome Week Jan 9-12, 2017!** Please sign up for shift for Welcome Week Winter Quarter, 2017. Sign up sheet is at the ICC Meeting and at the College Life Clip Board. Deadline is Friday, Dec 9, 2016 by 4:00pm. Reminder: \$25 fine if your club doesn't sign up for shift by deadline. Failure to show up for shift results in probation.
6. **College Life Office Holiday Schedule:** We will be closed Dec. 19, 2016 – Jan. 6, 2017
7. **Club Meetings for Winter Quarter 2017:** Clubs need to turn in a Room Request each quarter! Also if your club gets a meeting room but not through our office please fill out an Event Request Form and write down the date, time and location of the club meeting. So that other interested people may find and join your club

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

† Welcome Week – January 9 - 12, 2017

De Anza Websites

- <http://www.deanza.edu/clubs>
- <http://www.deanza.edu/dasb>
- <http://www.deanza.edu/collegelife>
- <http://www.deanza.edu/financialaid>
- <http://www.deanza.edu/financialaid/scholarship.html>
- <http://www.deanza.edu/healthservices>
- <http://www.deanza.edu/diningservices/Studentclubpricing.html>