



ICC Advisor's Report
Wednesday, May 11, 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. Club Elections need to be completed by Fri. May 13 (6th week of Spring Qt) for club officers who will be here in Fall 2016.**
- 2. ICC Mandatory Financial Orientation Mtg Wed. May 18, 1:30 pm - 2:30 pm in the Student Council Chambers.**
Please send the Club President or Vice President or Treasurer to this meeting. If a student is a one of these club officers for 2 different clubs then that student may represent two clubs. Failure to send one of these officers will put the club on Probation. There us No ICC mtg. Please do not send the ICC Rep unless they are also the Club President or Vice President or Treasurer.
- 3. ICC/Club Financial Roster are due no later than Wed. May 18. Please use Pen only. Please do not use a pencil – it's difficult to read.**
- 4. Copy Machine in Office of College Life: In the Event of a Malfunction or Special Request, please DO NOT open the Copy Machine. Instead, ask the front desk for assistance.**
- 5. Club Meetings for the Summer, 2016: Please turn in an Event Planning Request Form NOW for summer dates. Forms are processed in the order received.**
- 6. Student Accounts and The Office of College Life will be closed on Friday, May 13. Please plan accordingly.**
- 7. De Anza Graduation: Apply for graduation by Friday, May 20 in order for your name to appear in the ceremony program. Students completing their degree requirements in the summer may participate in the ceremony. Caps and gowns may be purchase in the De Anza Bookstore. Additional information is available at: www.deanza.edu/graduation.**

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

❖ **Spring Carnival – May 12, 2016**

ICC Important Dates

- **May 12** **Spring Carnival**