



**ICC Advisor's Report**  
**Wednesday, November 14, 2018**

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

**Office Hours: Sign up on ICC Officers Door**  
**Tues: 9:30am-10:30am,**  
**Thurs: 9:30 am-10:30am**

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

**F.Y.I**

1. **Club Advisors:** Reminder that there needs to be a Club Advisor at club meetings, at on campus and off campus events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #'s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.
2. **Off Campus Liability Waiver Forms:** Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today's date to June 30, 2019. Also, if there are any minors (under age 18) then the Minor form needs to be completed and signed by the minor's guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.
3. **Club Financial Action Form:** This form needs to be signed by the Club Secretary and Club Advisor. If the Club Secretary is not present the form needs to be signed by 2 designated officers, Club President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also one of the above Club Officers.
4. **ICC Fall Finale Reception on Wed. Nov. 21, 1:30pm-2:30pm, Student Council Chamber:** ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing 10@\$100 (Attended Fall Welcome Info Tent, Fall Welcome Reception, All ICC Meetings, ICC Financial Orientation Meeting, have club Meeting once a month and Club Financial Roster is current.
5. **New Clubs Drawing at ICC Fall Finale Reception on Wed. Nov.21, 1:30pm-2:30pm, Student Council Chamber:** Club must be present to win 5@\$100!
6. **Welcome Week for Winter 2018:** All clubs need to sign up for one shift or make any date/time change no later than Fri., Dec. 7 by 4PM. The Welcome Week Sign Up Sheet is at the front of this table and will be on the Blue Bulletin Board behind the Blue Photo Screen in the Office of College Life after this meeting.
7. **Club Mailboxes:** will be re-alphabetized by the first week in Dec., 2018 for Winter Quarter, 2019
8. **University and College Apps and Finals:** Good luck getting them done by Nov. 30!