



## ICC Advisor's Report Wednesday, May 13, 2015

La Donna Yumori – Kaku, ICC Advisor  
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pm  
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<http://www.deanza.edu/clubs>

(New Info is in bold text)

Office Hours: Sign up on ICC Officers Door  
Tu 10:30 am – 11:20 am & 3:30 pm – 4:30

W 9:30 am – 11:20 am

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

### F.Y.I

1. **Clubs giving out gift cards:** You will need to get a Receipt Log Form the Student Accounts Office. The student who receives the gift card will need to write their name, what the item is, their signature, and phone number. This receipt Log Form needs to be returned to the Student Accounts Office as a backup.
2. **ICC/Club Financial Roster:** Please use Pen only. Please no use of pencil – it's difficult to read.
3. **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.
4. **Club Meetings for the Summer, 2015:** Please turn in an Event Planning Request Form NOW for summer dates. Forms are processed in the order received.
5. **Student Accounts and Office of College Life will be closed on Friday, May 15:** Please plan accordingly.
6. **Time Off for La Donna:** I will not be here on Monday, May 18. Please plan accordingly.

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

- ❖ Spring Carnival – May 14, 2015

### ICC Important Dates

- May 20 Mandatory ICC Financial Orientation Meeting  
(Club President or Vice President or Treasurer must attend)  
Updated Club Financial Rosters are due