



**Inter Club Council Agenda  
February 1, 2017  
1:30 pm, Student Council Chambers**

<http://www.deanza.edu/clubs>  
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I <3 Clubbing @ De Anza

**1. Call to Order**

**2. Approval of the Minutes – January 25, 2017**

**3. Approval of Today's Agenda**

**4. Club(s) on Probation**

**Missed Winter 2017 Welcome Week: (6)**

Biology Club, Filmmakers Union, Grace Fellowship, Physics must attend ICC Meetings on Jan 18, 25 Feb. 1 to get off probation.

Math Club, The Helping Hands must attend ICC Meetings on Jan. 25, Feb. 1, 8 to get off probation.

**Missed Club Day Spring 2017: (1)**

**Accounting and Finance must attend ICC Meetings on Feb 1, 8, 15 to get off probation.**

**5. Clubs who will be fined \$25 that goes to the ICC Emergency Relief Fund #44-4289: (1)  
**Young Americans for Liberty****

**6. Clubs on Trial: (2)**

New - Artists for the Environment

Reactivated - Table Tennis

**7. Inactive Club: (2)**

Ultimate missed Welcome Week Info Tent and Club Day

Union of Student Scholars requested to be inactive by email on January 26

**8. Number of Active Clubs: (64)**

**9. Club Constitution(s) Updated : (2)**

**Physics Club and DECA made changes to their constitution that were reviewed by ICC Chairs at ICC Agenda Meeting on January 30.**

**10. Calendars**

**9.1 ICC/Club Calendar of Events as of 1/31/17**

Information is from the Event Planning Request Form

(**New Information in Bold**/ \* Money collected)

Feb. 8, 9 Outreach hosted by InterVarsity Christian Fellowship – 10:00 am – 2:00 pm

Feb 9 Worship Service hosted by InterVarsity Christian Fellowship– 5:00 pm – 8:00 pm

Feb 18 New Officer Election hosted by PISO – 11:00 am – 4:00 pm

**9.2 DASB Calendar of Events as of 1/31/17**

Information is from the Event Planning Request Form

(New Information in Bold/ \* Money collected)

**11. ICC/Club Account Balance Status as of 1/31/17 (New Information in Bold)**

Club/ICC Allocation Account	(#41-54730)	\$ 7,823.04
ICC Allocation-New Club Account	(#41-54720)	\$ 1,100.00
ICC Emergency Relief Account	(#44-4289)	\$ 3,095.05
ICC Events Award Account	(#41-54600)	\$ 8,850.00
ICC Inactive Hold	(#44-4300)	\$16,409.63
ICC Scholarship Account	(#44-4310)	\$ 9,246.35
ICC	(#44-4320)	\$ 2,461.63

**12. Business**

**11.1 ICC/Club Budget Request (Info/Action)**

Technology & Sustainability is requesting \$100.00 from Club/ICC Allocation Account #41-54730 to Technology & Sustainability (#41-54437-5922) \$100.00 for Club Website.

	Request	Recommendation
5922 / Web Site	\$100.00	\$100.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,723.04

4 Elements Hip Hop is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to 4 Elements Hip Hop (#41-54267-4013) \$150.00 for Club Banner.

	Request	Recommendation
4013 / Promotional	\$150.00	\$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,573.04

DECA is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to DECA (#41-54169-4060) \$150.00 for Printing Club Flyers for mock interview workshop.

	Request	Recommendation
4060 / Printing	\$150.00	\$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,573.04

**11.2 ICC Financial Code Proposed Changes (Info/Action)**

**II. DASB/ICC BUDGET**

The upcoming DASB/ICC budget proposal **will be submitted** ~~shall be approved~~ by the ICC **Officers and ICC Advisor** ~~no later than the eighth (8<sup>th</sup>) week of the Spring Quarter by a two-thirds vote.~~

**III. DASB/ICC ALLOCATIONS**

- A. The ICC Club Roster/Financial Report must be completed and signed by the Designated Officers: President or Co-Presidents, or Chair, or Vice President, or Vice President/ICC Rep signature(s), Treasurer, Secretary and ICC Representative, other listed club officers and the club advisor(s). The ICC Club Roster/Financial Report must be turned in no later than the sixth (6<sup>th</sup>) week of the Spring Quarter. There must be a **minimum of four (4)** and a **maximum of ~~no more than~~ seven (7)** club officers.
- B. The ICC will **allocate** ~~approve an allocation of~~ \$100 for each new club who do not have funds in a previous club account.
- C. Club Special Allocation request:

5. Items with Limitations:

f. Allocation for supplies for **Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape)** will be limited to \$250.00 per fiscal year (July 1-June 30). **May not be used for supplies to support a club fundraiser or to give away items.**

7. Items with Limitations:

D. The ICC Chair**person**, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.

V. ICC SCHOLARSHIPS

The ICC Scholarships will be funded ~~75%~~ from the Inactive Club Account ~~and 2% from the De Anza Flea Market Concessions~~ and ICC Dance or ICC fundraisers. There will be up to eight (8) \$1,000 Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

~~VI. ICC EMERGENCY RELIEF FUND~~

- ~~1. Major disasters or tragedies or support for a Non Profit Community Organization who has a 501C and a United States address may be funded up to \$500.00 from the ICC Emergency Relief Fund. There is a limit of \$500.00 per specific disaster, tragedy or support for a Non Profit Community Organization that clubs may request per fiscal year (July 1 June 30).~~
- ~~2. The ICC Emergency Relief Fund will be funded 2% from the De Anza Flea Market Concessions and 25% of the Inactive Club Account and the \$25 fines listed in Article XI Fees and Penalties.~~
- ~~3. Club(s) or ICC will need to request funds for the ICC Emergency Relief Fund at the ICC Agenda Meeting and then have it approved at the ICC Meeting.~~
- ~~4. Clubs may request one Major disaster or tragedy or a Non Profit Community Organization per fiscal year (July 1 June 30).~~

- ~~5. Major disasters or tragedies or a Non Profit Community Organization may only receive one funding request per fiscal year (July 1 June 30).~~
- ~~6. The ICC/DASB Dance Income will raise funds for the ICC Scholarship or ICC Emergency Relief Fund.~~

~~VI VII.~~ ICC Account (#44 – 4320)

~~VII VIII.~~ CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)

Breakfast will not exceed ~~\$15.00~~ **\$20.00**

Lunch/Brunch will not exceed ~~\$30.00~~ **\$35.00**

Buffet or Dinner will not exceed ~~\$50.00~~ **\$60.00**

The amount needs to include tax and tip per person. An itemized receipt needs to be attached to a requisition for reimbursement

- ~~2. Donations are limited to Non Profit Community Organizations who have a 501C and a United States address.~~

#### ~~VIII IX.~~ DEPOSITS

#### IX. EXPENDITURES

- C. Expenditures to transfer to another club's fund can only be **for sharing experiences for joint sponsored events.** ~~done for the intent of a cause as a donation.~~

- ~~C D.~~ The Student Accounts Office will facilitate the transaction in one of the three (3) ways and will note on the requisition the action taken.

3. Purchase Orders: All purchases/**services** over \$1,000 and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. **If for an open P.O. for services, an Independent Contract is required.** Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, the ICC Chair of Finance, the DASB Chair of Finance (if DASB account) and the Director of Office of College Life, Director of Budget and Personnel, Dean of Student Development, and VP of Student Services, a purchase order will be issued by the district. The purchase requisition will then be created in the District's Banner System. District Material will issue a Purchase order to vendor.

~~D E.~~ If the ICC Chair of Finance is not available, one of the other ICC officers will sign the requisition form. If there is no ICC officer available to sign, then the

DASB Chair of Finance will sign.

~~E F-~~ If the ICC Chair of Finance is vacant, other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance will sign.

#### XI. FEES AND PENALTIES

- ~~A.~~ If a club fails to pay a bill within a twenty –five (25) day period or by June 30, one of the ICC Officers or ICC Advisor will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a \$25 service charge for delinquent invoice that will go into the ICC **#44-4320 Emergency Relief Fund (Account #44-4289)**.
- D. If a club signs up for an ICC sponsored event/entertainment slot and fails to participate then there will be a \$25 fine that will be deducted from their club account by one of the ICC Officers. The fine will go to the ICC **#44-4320 Emergency Relief (Account #44-4289)**.
- E. There will be a \$25 fine for any club that fails to clean up its area at Club Day that will go to the ICC **#44-4320 Emergency Relief (Account #44-4289)**.
- F. If a club doesn't sign up for Welcome Week by the Friday of Finals or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC **#44-4320 Emergency Relief Fund (Account #44-4289)**. If a club is inactive then the \$25 fee will not be charged.
- H. If the club has less than \$25 left in their account to pay off their ICC ~~Emergency Relief~~ Fine, then the ICC Officers will determine what community services the club must do instead of the fine.

#### XII. MAINTENANCE OR RECORDS

#### XIII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Budget and Personnel. Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Club members should never make a direct payment to an individual contractor for their service to the club, and then try to get reimbursed from the Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code. **All services \$1,000.00 or greater require a Districe Purchase Requisition for a Districe P.O. to be generated**

#### ~~XIV. CLUB FUNDRAISERS FOR DONATION~~

~~Club funds for donations should be deposited to the designated organization within three (3) months of the event. Failure to comply will allow one of the ICC Officers to donate the money to the Local Red Cross or International Red Cross Organization.~~

### **XIII~~XV~~. CLUB FUNDRAISERS, COLLEGE LIFE FUNDRAISER/MONEY COLLECTION FORM**

Clubs must complete the ~~De Anza Inter Club Council Club~~ **College Life Fundraiser/Money Collection** form for each fundraiser activity **or collecting funds for any reason** at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in.

### **XIV~~XVI~~. DONATIONS TO CLUBS**

1. Donations to a club can be deposited directly to the club's account at De Anza College Student Accounts **only if the donor is not claiming as a tax deduction.** Checks should be made payable to De Anza College followed by the club name.
2. The District Foundation Office will issue individual receipts for individual donations of \$250 or more or upon request. ~~For Donations under this amount, the donor's canceled check shall serve as their receipt for income tax purposes.~~

### **XV~~XVII~~. USAGE OF DE ANZA FOOD SERVICE PRE AUTHORIZATION FORM AND PRINTING SERVICE**

### **XVII~~XVIII~~. RATIFICATION**

#### **11.3 Club Day Evaluation and Awards**

**(Info/Action)**

#### **13. Reports**

ICC Chairperson: Nicole Bu  
ICC Chair of Finance: Uyen Pham  
ICC Chair of Programs: Tiffany Kam  
ICC Chair of Marketing: vacant  
DASB Liaison: Kurumi Sasaki  
ICC Advisor: La Donna Yumori-Kaku

#### **14. Announcements**

#### **15. Roll Call**

#### **16. Adjournment**