



## GLOSSARY OF CLUB FORMS & ICC CODES

A brief description of the current forms and codes used by De Anza clubs. For additional information or questions please contact an ICC Officer – [ICCChair@deanza.edu](mailto:ICCChair@deanza.edu), [ICCFinance@deanza.edu](mailto:ICCFinance@deanza.edu), [ICCPrograms@deanza.edu](mailto:ICCPrograms@deanza.edu), [ICCMarketing@deanza.edu](mailto:ICCMarketing@deanza.edu) or

La Donna Yumori-Kaku, ICC Advisor (408) 864-8692. Email: [ICCAAdvisor@deanza.edu](mailto:ICCAAdvisor@deanza.edu)

Sign up on the ICC Office door for appointment or drop by the Office of College Life.

	<b>Forms Available</b>			
	<b>Revolving stand outside of Office of College Life</b>	<b>Student Accounts Office</b>	<b>Website <a href="http://www.deanza.edu/clubs">www.deanza.edu/clubs</a></b>	<b>Forms Due</b>
<p><b><u>Accounts Office Independent Contract Agreement</u></b></p> <p>Used for:</p> <ol style="list-style-type: none"> <li>1. Payment of services/performances.</li> <li>2. Payment for customized merchandise purchased.</li> </ol>	<b>#31</b>	<b>X</b>	---	Allow up to Four (4) weeks to process payment.
<p><b><u>Accounts Requisition</u></b></p> <p>Used for reimbursement of expenses - products purchases of the shelf. (Reimbursements for more than one purchase can be processed on the same requisition. Please list each receipt total.), cash advance for an event of purchase, payment directly to a company for merchandise and services rendered by a corporation, public agency, or tax exempt organization.</p>	<b>#30</b>	<b>X</b>	---	Allow Seven (7) working days.
<p><b><u>Cashbox and Ticket Request, Change, Fund Request Agreement</u></b></p> <p>Request form for these item that are available from the Student Accounts Office. There is no fee to use these items.</p>	<b>#32</b>	---	<b>X</b>	At least ten (10) days prior to event. Earlier
<p><b><u>Carolee Erickson Memorial ICC Scholarship</u></b></p> <p>Up to 8- \$1000 scholarships are offered to club members/officers who have been involved with clubs for at least one quarter, 2.5 GPA, enrolled in 6 units and hold a current DASB card.</p>	<b>#11</b>	---	(Link to Financial Aid Scholarship)	Winter designated dates

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	<b>Revolving stand outside of Office of College Life</b>	<b>Student Accounts Office</b>	<b>Website www.deanza.edu/clubs</b>	<b>Forms Due</b>
<b><u>Club Meeting Financial Action</u></b> Verification of club member's approval at club meeting for financial transactions. Attach to the Financial Requisition.	#12	---	X	Must be attached to Student Account Requisition form.
<b><u>Club Room File Drawer Request</u></b> Request for a Club Room File Drawer and two keys for Club officer(s) or Club Advisor. The form needs to be completed and signed by the requestor(s) and turned in to the ICC Secretary in person in order to receive the key(s)	#2	---	X	As soon as club would like a file drawer.
<b><u>College Life Money Collection Form</u></b> Form used to collect money for items being sold, entry fees, donations, etc.	#13		X	
<b><u>College Life Co-Sponsorship</u></b> Form used to collect money for items being sold, entry fees, donations, etc.	#29			Attach with the Special Event Facility Request Form
<b><u>Complimentary Flea Market Space</u></b> Used to request a complimentary Flea Market Space for club. There is a limit of two (2) times per year. Clubs may not sell refreshments. Turn in form to La Donna.	# 14		X	5 <sup>th</sup> of the current month for next month.
<b><u>De Anza Printing Services Form</u></b> Print materials on campus. The cost is charged to club account	# 15	---	---	One (1) day before printing
<b><u>Dining Services Pre-Authorization</u></b> Complete form once a De Anza Dining Service Proposal for refreshments and the club has a club Financial Action Form. This completed needs to be given to La Donna Yumori-Kaku for approval before refreshments can be ordered.	# 8	---	X	Submit at least Two (2) days prior to event
<b><u>Glossary of Club Forms and ICC Codes</u></b> Club Forms and a brief description of the purpose of form, location #, and deadline.	# 16	---	X	Suitable timeline.
<b><u>How to Start A New Club Packet</u></b> A packet to start or reactivate a club.	#9		X	Four (4) weeks

	<b>Forms Available</b>			
	<b>Revolving stand outside of Office of College Life</b>	<b>Student Accounts Office</b>	<b>Website www.deanza.edu/clubs</b>	<b>Forms Due</b>
<b><u>ICC Awards</u></b> List of funds given to clubs for ICC Awards/ drawings.	<b># 17</b>		<b>X</b>	Seven (7) working days prior to check being processed.
<b><u>ICC Calendar</u></b> Current quarter and annual calendar of ICC Meetings, Special Events, drives and Club Deadlines.	<b># 5</b>	---	<b>X</b>	---
<b><u>ICC/Club Budget Object Code/Line Item Transfer</u></b> Club can change funding for different object codes.	<b># 18</b>	---	---	---
<b><u>ICC/Club Budget Request</u></b> Club may request funds for capital equipment, special printing (annual publication/booklet), support services (interpreter), for club members/advisor(s), and for programs (speaker, entertainment, film/video showing etc., to be held at De Anza College.	<b># 1</b>	---	<b>X</b>	ICC Agenda Meeting for consideration for the next ICC Agenda Meeting.
<b><u>De Anza College ICC Club Roster/Financial Report</u></b> Verification of names, day phone/email of current (Co) President(s), Vice President (s), Treasurer, Secretary, ICC Representative and Club Advisor(s). Financial guidelines for the Inter Club Council and De Anza Clubs.	<b># 4</b>	---	<b>X</b>	---
<b><u>ICC/ Club Website Update</u></b> Use this form for club website information to be added or updated on the De Anza Club website.	<b># 19</b>	---	<b>X</b>	Ten (10) days after conference
<b><u>ICC Code</u></b> Guidelines for the Inter Club Council and the De Anza Clubs	<b># 20</b>	---	<b>X</b>	---

	<b>Forms Available</b>			
	<b>Revolving stand outside of Office of College Life</b>	<b>Student Accounts Office</b>	<b>Website www.deanza.edu/clubs</b>	<b>Forms Due</b>
<b><u>ICC Concession Bid</u></b> Official form used to bid for the Concession Bid for (Drinks) at the De Anza Monthly Flea Market, held on the first Saturday of the month).	<b># 3</b>	---	<b>X</b>	Monthly (Usually 3 <sup>rd</sup> Wednesday of the month) at ICC meeting. See back of form for exact date.
<b><u>ICC Forms &amp; Codes</u></b> Complete list of ICC Forms and Codes in numerical order	<b>#23</b>			
<b><u>ICC Intern</u></b> Request to be an Intern to learn more about ICC and develop leadership skills.	<b>#10</b>	---		
<b><u>ICC Financial Code</u></b> Financial guidelines for the Inter Club Council and De Anza Clubs.	<b>#21</b>	---	<b>X</b>	---
<b><u>ICC Flea Market Concession Code</u></b> Guidelines for the De Anza Flea Market Concession bidding and procedures about Flea Market held on the 1 <sup>st</sup> Saturday of the month.	<b>#22</b>	---	<b>X</b>	
<b><u>Meeting Room and Dining Room Info Table Request Form</u></b> Used to reserve Lobby Table, Student Council Chambers, and rooms in Campus Canter, Patio, Sunken Garden, and classrooms for club meetings or events. The information is also used for the ICC/Club Consent Calendar at the weekly ICC meeting during Fall, Winter, and Spring Quarters.	<b># 6</b>	---	<b>X</b>	At least ten (10) days prior to events or one month prior to club meeting
<b><u>Office of College Life Equipment Checkout Form</u></b> Request for equipment: PA system, grill, camera, and video camera, digital camera, walkie-talkie, Karaoke, CD/cassette player, TV, PA system, etc.	<b># 24</b>	---	<b>X</b>	At least one (1) working day prior to event
<b><u>Special Event Facility Request Form (Yellow)</u></b> Used to reserve a special event.	<b>#7</b>	---	<b>X</b>	At least ten (10) days prior to events or one month prior to club meeting

	Forms Available			
	Revolving stand outside of Office of College Life	Student Accounts Office	Website www.deanza.edu/clubs	Forms Due
<b><u>Student Field Trip/Excursion Request Form</u></b> Required form for all club events off campus signed by club advisor, Dean of Student Development and VP (if over 24 hours)	#25	---	X	Completed form must be submitted ten (10) working days prior to event.
<b><u>Student Field Trip/Excursion Agreement Voluntary Assumption of Risk</u></b> Club members over eighteen (18) years old must sign this form prior to off campus club event	#26	---	X	Completed form must be submitted ten (10) working days prior to event.
<b><u>Student Field Trip/Excursion Agreement Minor Authorization Release and Notification.</u></b> Club member under eighteen (18) years old must have this form signed by parent / legal guardian for off campus trip prior to the off campus club event	#27	---	---	Completed form must be submitted ten (10) working days prior to event.
<b><u>Student Field Trip/Excursion Volunteer Roster</u></b> Volunteer names and information for required additional assistance.	#28	---	---	Completed form must be submitted ten (10) working days prior to event.

	Forms Available			
	Revolving stand outside of Office of College Life	DASB Website	College Accounts Office	Website
<b><u>Bicycle Corral Access Form</u></b>	E	X	---	www.deanza.edu/dasb
<b><u>DASB Finance Committee Agenda Request Form</u></b>	B	X	---	www.deanza.edu/dasb
<b><u>DASB Senate Agenda Request Form</u></b>	C	X	---	www.deanza.edu/dasb
<b><u>DASB Senate Applications</u></b>	A	X	---	www.deanza.edu/dasb
<b><u>DASB Bicycle Corral Access</u></b>	D	X	---	www.deanza.edu/dasb
<b><u>Student Grievance Form</u></b>	F	---	---	
<b><u>Vendor Information</u></b>	G	X	---	www.deanza.edu/dasb

