

ICC FAQ

Frequently Asked Questions

ICC Representative Meeting
Wed. February 14, 2024

Financial Processes

ICC Frequently Asked Questions

What are the rules for club budget requests?

- **Club budget requests** are due no later than **two (2) weeks prior to the club's sponsored event** at the ICC Agenda Meeting to be considered for the next ICC Representative Meeting
- Club must not be on Probation, request form must be signed by two (2) designated club officers and the club's advisor
- The ICC may fund on-campus club events to be held on De Anza College that is open to all De Anza students. Must be publicized as "funded partially by ICC"
- **Items not funded are those that only benefit club members (club t-shirts), awards, refreshments for club events, capital equipment, off campus events, alcohol or illegal materials etc, and past items already paid by the club**

What are the limitations for club budget requests?

- Allocation for a **guest speaker or an entertainment performer** may not exceed **\$300**; allocation for a **panel** of 4+ speakers or a **group** of 4+ performers may not exceed **\$800**
- Allocations for a **club banner** may not exceed **\$150**; limited to one (1) request per year; club must submit banner design in Agenda Meeting
- Allocations for a **club event** will not exceed **\$800**
- **Domain name** and **hosting service** may not exceed **\$150** per fiscal year
- Allocation for **supplies** for Club Day and club sponsored event (usable goods, decorations, paper, supplies, tape) will be limited to **\$250** per fiscal year. **May not be used for supplies to support a club fundraiser or to give away items**
- **Prepaid printing cards** may not be used for **Printing charges**
- **Printing** may not exceed **\$250** per fiscal year
- **Total allocations** for club events will be limited to **\$1000** per fiscal year

How can clubs collect money for a fundraiser?

The main ways that funds can be collected are through cash collection selling goods/tickets, having people pay directly to the Student Accounts window, or having an outside organization/restaurant/etc. donate or pay fund-raised proceeds to the college.

Either way, have your club complete a Fundraiser / Money Collection Form BEFORE the fundraiser is planned to begin. If cash collection is involved, a club would check out a cash box and would be required to review and sign the Cash Handling Procedures. All funds collected must be brought straight to Student Accounts.

Fundraisers arranged with entities such as restaurants must have payment made directly to the college naming your club as the recipient.

Can clubs receive donations, and if so, how?

Donations of up to \$250 may be made directly to the Student Accounts window to be added to the club's account.

Donations of amounts larger than \$250, or any donation where a donor requests a receipt for tax purposes, must go through the FHDA Foundation. In-kind donations must also be processed by the Foundation. Please coordinate with the ICC Advisor and Student Accounts in these cases.

Can we sell food to fundraise for our club?

We are in communication with the District about this, but currently, the rule is:

No, clubs cannot sell any food or beverages on campus.

De Anza Dining Services is the only entity that is allowed to sell food or beverages on campus. This rule comes from the District.

What can we sell? Can we sell at the De Anza Flea Market?

If you hold your fundraiser for your club on campus during business hours, you can sell things like club merchandise, crafts, and used items. Your club must complete a Fundraiser/Money Collection Form to get ensure the items are approved.

At the Flea Market, clubs can table up to two (2) times per calendar year, but can only sell used items (think like a garage sale). This again requires a Fundraiser/Money Collection Form, and also must be arranged with both the ICC Advisor and the Flea Market Coordinator in advance to ensure you have a table (most vendors provide their own).

Can our club raise funds for a charity?

Clubs cannot collect funds to then donate to another fundraiser or organization.

To help with outside fundraisers, clubs can do one of the following:

1. Promote an existing fundraiser and encourage people to donate directly
2. Have a member of the outside organization/charity physically at your fundraising event to collect their funds directly.

If a club is looking to table for either option above, please request a table through College Life.

What is my club's account number? How can I find how much we have available?

From the ICC Homepage, scroll to the second-to-last section of the left-side menu called **Account Reports (Fund 44)**, where all club accounts are listed. Pay attention to the last date updated at top left corner.

The screenshot displays the ICC website homepage. On the left is a vertical navigation menu with the following items: Clubs and ICC Home, Club Info and Meeting Times, Meet the ICC Team, Join the ICC, ICC Events, ICC Meeting Schedule, ICC Meeting Documents (with a dropdown arrow), Start a Club, Frequently Asked Questions (FAQ), ICC Codes, ICC Scholarships, Forms and Documents, Facility Reservation Fees, Printing Flyers and Posters, Producing Banners, **Account Reports (Fund 41)**, **Account Reports (Fund 44)** (circled in red), and Student Development. The main content area is titled 'Welcome' and features a yellow information box with an 'i' icon. This box contains details for 'ICC Meetings', including 'Representative Meetings' (Every other Wednesday 1:30 - 2:30 PM Pacific Time) and 'Agenda Meetings' (Every other Monday 1:30-2:30 PM Pacific Time). Below this, it lists 'Executive Meetings' (Every Wednesday 2:30-3:30 PM Pacific Time) and provides a link for 'All ICC Agendas, Minutes, and Attachments'. The 'Welcome' section also includes a paragraph about the ICC's role at De Anza and a note about the campus community's navigation of the COVID-19 pandemic. On the right side, the 'Contact Us' section lists three roles: 'ICC Chairperson' (Khanh Ngo, ICCChairperson@fhda.edu), 'ICC Chair of Club Affairs' (Cedric Buenviaje, ICCClubAffairs@fhda.edu), and 'ICC Chair of Equity' (VACANT, ICCEquity@fhda.edu). It also lists 'ICC Chair of Finance' (Will Wu, ICCFinance@fhda.edu) and 'ICC Vice Chair of Finance'.

What is my club's account number? How can I find how much we have available?

Home → Student Accounts → Account Reports → Clubs (Fund 44)

Clubs (Fund 44)

DASG General Accounts (Fund 41)

DASG Income

DASG Government

DASG Support

Account Reports are generally posted once per week. Check the top left of each page for the report date. For questions, please contact the Accounts Office at Nguyenjennifer@deanza.edu or KirkLisa@deanza.edu.

- [44-72100 - Transfer from Fund 41](#) 📄
- [4009 - Accounting Club](#) 📄
- [4015 - Red Cross](#) 📄
- [4033 - Art Guild](#) 📄
- [4039 - Association for Computing Machinery \(ACM\)](#) 📄
- [4040 - Auto Tech](#) 📄

How can I get reimbursed for club-related purchases?

1

Make sure your club has an up-to-date **Financial Roster** on file. Club officers and advisors signing have a signature on file via the Roster.

2

Check to see how much money you have available in **your account**. You would only be reimbursed for up to the amount in your club's account

3

Complete a **Meeting Financial Action Form** to show the purchase was discussed and voted by your club.

We recommend doing this in advance to ensure the purchase is allowed for reimbursement!

4

Once purchase is clear for approval, have someone make the purchase; hold on to the **detailed, itemized receipt** which would be submitted

5

Complete the **DASG and Club Account Check Request** form with the details of the event, who made the purchase, and what the purchase was. If club officer is purchaser, that officer must not be the one signing this.

6

Submit all documents (Meeting Financial Action form, scan/copy of receipt(s), and completed Check Request form) to ICC Chair of Finance to forward process to Student Accounts.

Are any other documents needed to get reimbursed?

If you are reimbursing purchases for Club Day, you can just note this in the Check Request form (i.e. Winter Club Day on 1/25/24 in Sunken Garden)

If you are reimbursing purchases for a club meeting or event, you also need to include information about the meeting/event. This should include the name, date and time, location, number of attendees, and how it was advertising (typically a flyer).

If your purchase includes food items, you **MUST** include a physical sign-in sheet. This is not needed if it's candy/snacks given away when tabling (like at Club Day).

What's the general timeline for reimbursements?

Most reimbursement delays are related to issues with forms, such as an incorrectly completed Meeting Financial Action Form, no up-to-date Financial Roster, or incomplete receipts. Be sure the forms needed are submitted and are done so correctly. Signatures must match between these forms, so non-matching signatures also causes some delay.

All financial transactions must be signed by several people, starting with the ICC Chair of Finance going all the way up to the Director of College Fiscal Services. Once signed by the last person, preparation of the check can take several business days.

In addition to ensuring your forms are completed correctly, avoid submitting your forms too close to the end of a quarter or the end of the fiscal year as it's much busier in those times with forms.

We plan to have a speaker /
performer / DJ / photographer
/ other service - do we pay
them and get reimbursed the
same way?

NO.

Services (different from goods) would be paid directly by the college and required a contract and other forms. Please work with the ICC Advisor for these cases. This would include events that require De Anza Facility fees.

What are per meal limits for club events?

Per meal means the amount of money spent on food per person per meal. This amount include the tax and tip in addition to the meal. An original, itemized receipt needs to be attached to a requisition for reimbursement.

- **Breakfast per person will not exceed \$14**
- **Lunch per person will not exceed \$16**
- **Dinner will not exceed \$29**

Example: If you have a dinner with 15 people, your total should be no more than \$435. If your amount exceeds that amount, you would only be reimbursed for up to \$435.

There is a higher limit for a few specific cities, but we suggest working around these amounts.

ICC & Club Officer Positions

[ICC Frequently Asked Questions](#)

What ICC positions are available?

We are currently still accepting Interns until the end of Winter quarter.

For next academic year, all Chair positions (Chairperson, Chair of Club Affairs, Chair of Finance, Chair of Programs, and Chair of Marketing) are expected to be vacant. Vice Chair applications would open shortly after.

The ICC Chairperson is to be decided through the DASG Elections.

What are the requirements to be an ICC Chair?

- Enrolled at De Anza with minimum 8 quarter units (not in effect during summer quarter)
- Student not on academic/administrative probation, maintain minimum GPA 2.0 (current, quarterly, and cumulative)
- Current DASG cardholder (at application, election, throughout term)
- May not be voting member or intern of DASG, club officer, or Student Trustee
- Limit of 3 terms serving ICC

Failure to comply with above will result in removal (with opportunity to appeal)

Are there ICC positions where I can also be a club officer?

ICC Vice Chairs and ICC Interns can also be Club Officers!

Applications for Vice Chairs will reopen after Chairs have been elected.

Applications for ICC Interns will only be accepted through this (Winter) quarter.

What's the maximum number of officer positions I can hold?

A student may hold up to two (2) officer positions in the same club or in two different clubs.

A student may not hold the president or treasurer position in more than one (1) club.

How many officers must/can a club have?

- There must be at least four (4) club officers and not more than seven (7) in each club.
- There must be at least four (4) different De Anza students serving as officers.
- There must be at least three (3) officers designated for the purpose of signature authorization for financial transactions
 - This should include a President/Co-President, Vice President, and Treasurer

ICC & Club Meetings

ICC Frequently Asked Questions

How do we ensure our club is marked "Present" for ICC Rep Meetings?

Make sure your ICC Representative (or club officer/member attending meeting) is available Wednesdays 1:30-2:30 PM PT.

This representative can NOT be marked present for more than one club, and can NOT be a DASG Senator, Intern, or Trustee.

If your representative is attending in person, be sure they sign in (sign-in sheets in the back).

If your representative is attending via Zoom, be sure they rename themselves with their own name plus the club name. They must also complete the Google form sign-in sheet shared during the meeting.

Whether in person or online, the rep must be present for the majority of the meeting to be counted as present. (For example, if the meeting is 1 hour long, they must be present for at least 31 minutes).

How do clubs end up on Probation, and how can a club get off Probation?

Clubs typically end up on Probation for missing ICC Rep Meetings (2 in a single quarter), or missing a Club Day without taking an excused absence.

The club would be noted as on Probation in the next ICC Rep Meeting Agenda. We also try to send an additional direct notification about this status change.

In order to get off Probation and back to Active status, the club must

- Attend the next ICC Rep Meeting
- Submit an up-to-date Financial Roster (or confirm the latest one received is still accurate)

Example: A club misses the 1/31 Rep Meeting, which is their 2nd absence in the quarter. The club is noted on Probation at the 2/14 Rep Meeting. To get off Probation, they must promptly update their Financial Roster and have their Rep at that meeting on 2/14. If these are completed, they would be named as Active for the following meeting on 2/28.

How can we hold club meetings? Can they be off campus?

Clubs are welcome to continue meeting online. Clubs typically use Zoom or Discord.

If your club wishes to meet in person, then your meetings must be on campus.

How can our club have our meetings on campus?

Your club must submit a completed Meeting Room Request Form to the Office of College Life at least five (5) working days before the first requested meeting. Your advisor must sign this form and must be present at the meeting.

Note that food and beverages are not allowed inside any classroom spaces, so if you plan to have food then consider a space in Hinson Campus Center or Village Centers.

Not sure where to have your meeting? You can check "Any Room" on the request form, but then please be detailed and specific on your space needs.

Regardless of the space, be sure to complete the Request Form with OCL. Do not try to book the space directly.

Can our club get assistance with a Pro Zoom account for meetings?

Yes, we can help with this! We can get a Pro Zoom account set up through our campus ETS department.

In order to set this up, please email the ICC Advisor with the following:

- Club name
- Name of club officer who will manage the Zoom
- Position of this club officer
- Email address of this club officer

It can take some time to get this set up as ETS is very busy.

What do we need to do to make sure we stay in good standing?

Clubs are expected to notify the ICC about club meetings planned at the start of each quarter. Officially, the ICC Codes state that clubs have a responsibility to:

“Submit a copy of their meeting schedule to the Office of College Life by the 3rd week of the quarter. Failure to do so will result in the club being put on probation.”

We are slowly returning to holding clubs accountable for this responsibility, and are finalizing a form for notifying us about online meetings. In addition to being a requirement in our Codes, this advanced notice is also helpful for clubs to ensure meetings are promoted well to students.

We had online meetings but forgot to tell ICC in advance.
What is considered acceptable proof of our club meetings?

Your club needs to submit proof of meetings to the ICC Secretary.

Virtual meetings must have an agenda submitted, and your club must submit a screenshot that shows all attendees and the date.

To be counted for a Perfect Attendance Award, proof of meetings must be submitted BEFORE the last Representative Meeting of the quarter.

Club Forms

ICC Frequently Asked Questions

What forms do we need to keep up to date for the ICC?

Financial Roster should always be up-to-date. Whenever there is a change in your club's leadership (officers and/or advisors), your club must submit an up-to-date Roster to the ICC. These always require signatures.

Additionally, the Roster should align with the club's constitution. If positions are added or changed, the club must submit an up-to-date club constitution outlining the duties of all officers.

Lastly, clubs must notify the ICC on when meetings are held to be posted to the website and the ICC Glass Display case.

Club Events

ICC Frequently Asked Questions

How can our club hold a special event on campus?

To reserve space on campus for a club event, the club must submit a completed **Special Event Facility Request Form**. This should be submitted to the Office of College Life AND the ICC Advisor/Student Activities Coordinator at least twelve (12) working days prior to the event and should include as much detail as possible about the event. The club's advisor must sign and must be at the event. An event with low set-up needs may be considered with at least five (5) working days notice, taken on a case-by-case basis.

The Student Activities Coordinator works directly with corresponding facility staff to arrange the reservation, and will give confirmation and instructions to the club.

Note that weekend requests require additional coordination and additional fees - a minimum of \$296 and a contract to be signed by the club's advisor.

What spaces on campus can we use for our events/meetings?

Take a look at the [Available Facilities](#) page for spaces across campus or [Dining Services Conference Description](#) for Hinson specific spaces. These pages have photos and descriptions, but availability is not guaranteed.

Club events typically happen in the Main Quad, Sunken Garden, and spaces inside Hinson Campus Center. Meetings are typically inside Hinson Campus Center conference rooms, Council Chambers, or classrooms. The Village Spaces are also a new option for meetings or events.

Some spaces, like the labs and HyFlex rooms, cannot be reserved for student meetings or events.

Some spaces like Arts and Physical Education spaces, require special permission and are also in high demand with class/activity use. Please include the ICC Advisor for these kinds of requests.

Can our club have food at our event? How can we order from De Anza Dining?

Clubs must have all planned food approved by the Director of Hinson Campus Center. Clubs must include any planned food in the submitted Special Event Request form. The Director may request additional information, such as proof of a County of Santa Clara Environmental Health Permit from catering restaurant.

Home-made or home-prepared food cannot be given out at any De Anza College events.

Food purchases should generally be safe to eat at room temperature.

Dining Services offers lower pricing for student clubs. Clubs interested in ordering from Dining Services must complete a **Meeting Financial Action Form** specifying the max budget and exact items they wish to purchase. Additional District Food Policy forms also need to be completed by ICC Advisor, so coordinate in advance.

Are clubs allowed to hold events off campus?

In order for an off-campus event to be officially recognized as a club event by the college, it must be approved in advance and a club advisor must be present.

The forms required come from the FHDA District include the **Fieldtrip/Excursion Request Form**, as well as the **Fieldtrip/Excursion - Release of Liability and Assumption of Risk Form** from EACH person who plans to participate. These must be submitted to the ICC Advisor (Maritza Arreola, Leadership Development & Student Activities Coordinator) and the Dean (Dr. Michele LeBleu-Burns, Dean of Student Development) a minimum of ten (10) business days before the scheduled event.

If you are looking to use club funds to be reimbursed for an off-campus event, you MUST get this approval.

Club Marketing

ICC Frequently Asked Questions

Can ICC help promote our club on social media?

Yes! You can send your club's post via email to the ICC Chair of Marketing (ICCMarketing@fhda.edu) and the ICC Vice Chair of Marketing (ICCVCMarketing@fhda.edu). You can also send it via direct message to ICC's Instagram or Facebook.

Please make sure your event is approved BEFORE posting and sharing. We may ask for verification.

Can we have an event or other announcement sent to all the clubs?

Yes! You can send your club's post via email to the ICC Secretary (ICCSecretary@fhda.edu) and ICC Advisor (ArreolaMaritza@fhda.edu). The ICC Secretary will then send out the announcements to our club mailing list.

Please do NOT send mass emails to the clubs directly.

Please make sure your event is approved BEFORE sharing. We may ask for verification.

How can we get our club's announcement included in OCL's Weekly Newsletter?

Complete the [Submission Form for the OCL Newsletter](#) and email the flyer to the Office of College Life and ICC Advisor.

Newsletters go out early Monday morning each week, but are prepared the week before. Please get your submission in no later than 12 PM Thursday the week before the scheduled Newsletter.

Please make sure your event is approved BEFORE sharing. We may ask for verification.

Can we get flyers printed to promote our club?

The Office of College Life can print flyers and posters for clubs.

We can print up to 25 color flyers for posting, including 10 that can go in our glass display cases across campus.

If you plan to give out flyers, we suggest requesting quarter sheets rather than full-size flyers. We can print up to 25 sheets, which would be 100 quarter sheets!

Larger posters would be arranged with a Student Activities Coordinator.

Please make sure your event is approved BEFORE sharing. We may ask for verification.