

Fall 2024
Club Day

Club Day: Inside Out Fall

(NEXT WEEK!)

IN-PERSON: Thursday October 10th, 2024
11 AM-1 PM PT | Main Quad @ De Anza

Back-up date: Thu 10/17

Clubs will be alerted by Monday 10/7 about correct date

Club Day - RSVP & Registration

- Club Day RSVP Form: <https://forms.office.com/r/u1DSjN5xfz>
 - Do NOT share with members, just for Clubs to reserve table/spot
- Club Day Entertainment Sign-up Form: <https://forms.office.com/r/S125kkPymC>
 - First come first serve for times
- RSVP BY 11:59 PM MONDAY 10/7

Club Day - Guidelines

- ICC will provide tables & chairs; supplies for setting up to borrow
 - 1 table & 1 chairs, pick up/return at Stairs near flagpole
 - We are trying for extra chairs, but most likely 2nd chairs will be first-come first serve after all clubs/programs have arrived
- Clubs need to provide
 - Volunteers to set up and return tables & chairs
 - Club signs and decorations
 - Food items - MUST be included in RSVP and approved by Dining Services - safe to consume at room temperature, individually wrapped, NO homemade
 - Club Banner, Sign, or Poster with Club Name
 - Please assist other clubs who may ask for help with their table/chair
- Please check in at the ICC Info Table when you set up and when you leave (Check-in table will be near table pick-up)
- If a club cannot participate in Club Day, a written notice must be submitted at least twenty-four (24) hours prior to the event to avoid automatic Probation.

Club Day - Funding Guidelines

- Clubs are expected to use their club funds for tabling supplies, go through reimbursement process
 - Complete [Meeting Financial Action form](#) to agree on purchases that fit your needs and budget
 - Check your [Fund 44 account](#) for amount of available funds!
 - Purchase items and hold on to receipts!
 - Submit receipts (detailed & itemized) with completed Meeting Financial Action Form and [Check Request](#) form to ICC Advisor and ICC Chair & Vice Chair of Finance
- Deadline for Budget Requests for this Club Day was the Agenda Meeting at 9/30. No more budget requests will be approved for Fall 2024 Club Day.

IN-PERSON Club Day - Schedule

- **EVENT TIME:** 11am-1pm @ Main Quad
- 10:00-11:00am Set Up Club Tables (1 table, 1 chairs)
- 10:00-11:15am Check in at ICC Tent (BEFORE you get your table & chairs)
- 1:00pm Club Group Photo in front of the Library on the steps.
- 1:10pm-1:30pm Clean up (Put away tables & chairs, remove trash from your area)
Check-out (when you return your table & chairs)

Clubs will be charged a **\$25 fine** if the area is not cleaned up or if you leave your table/chairs

Table locations are first-come, first serve. If you require an outlet, email ICC Advisor (arreolamaritza@fhda.edu)

Prospective Club or Clubs on Trial - may participate, but will have to share their table with another prospective club

Approximate Detailed Event Layout Map

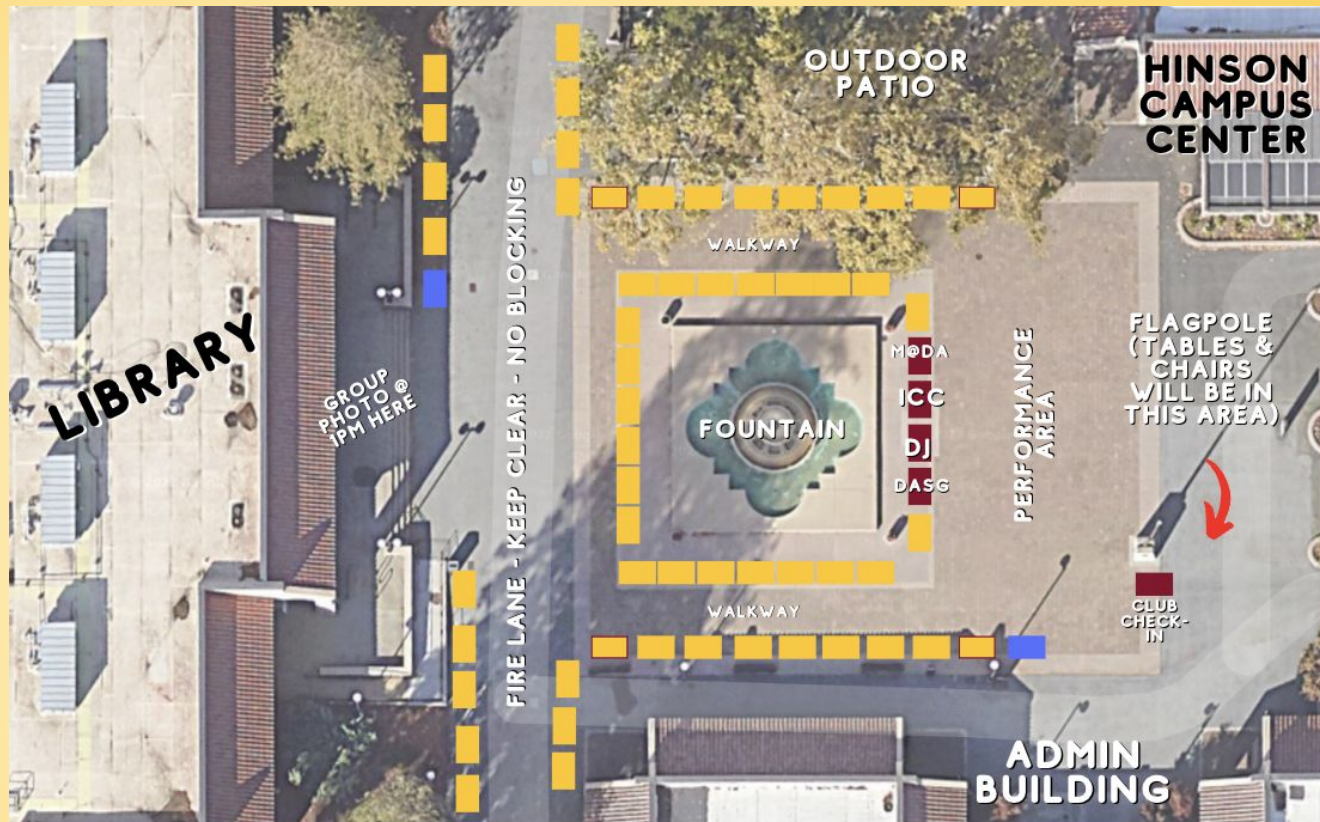


DIAGRAM NOT EXACTLY TO SCALE, ONLY FOR LAYOUT PURPOSES

-  = ICC, DASG, M@DA spaces
(All clubs check in at Club Check-In before set-up
performers check in at ICC entertainment booth)
-  = Club or other program table space
-  = Beverage station - Facilities tents needed

- Pick up 1 table & 1 chair from flagpole area between 9:30-10:45am
- Drop off table & chairs back to same area after event ends at 1pm
- **Leaving tables, chairs, trash in area will result in \$25 fine for club**
Limited outlet-adjacent tables (outlined in red) - first-request, first serve
Face tables inward toward noted walkways

Club Awards - PROMO

- Create a promotional flyer, image or video post to promote your club's table at Club Day! Post this on your social media and/or share with your email list, and then send what you create to ICC Advisor: arreolamaritza@fhda.edu. You can also tag/DM ICC in posts (NOT stories) on social media. **MUST** be received before the start of Club Day (Thu 10/10 by 10:59 AM)
- It must include the event info (date, time, location), & club name (e.g. "Hang out with *[your club here]* at Fall Club Day!").
- Must also mention back-up date!
- Submitting will enter your club into the drawing for one of the 2 awards. Clubs can have up to 1 entry for this award. Two (2) awards for clubs drawn in raffle during 10/16 Rep Meeting.

Promo Examples

Looking for communities at De Anza? Check out our clubs!

WINTER CLUB DAY



JAN 21
4-6PM

JOIN THE MVA ON ZOOM

Register Here!
<https://tinyurl.com/DAC-Winter22ClubDay>



MORE INFO ON THE @DEANZA_ICC INSTAGRAM PAGE

Learn more about us on Club Day!

De Anza Red Cross

JAN. 21, 2022 @ 4:00 PM

Register for Club Day
Zoom link in our bio!



Club Awards - MOST ENGAGING CLUB

- ICC will have a form students to share their favorite clubs they interacted with at the event. QR codes for voting will be placed at all ICC and club tables
- Three (3) tiered awards of \$50 (3rd Place), \$75 (2nd Place), \$100 (1st Place), announced in 10/16 Rep Meeting

Club Awards - BEST DECORATED BOOTH

- Students at Club Day will be able to vote for the table they think is the best decorated! QR codes for voting will be placed at all ICC and club tables
- One (1) award of \$100 each for clubs that receive the most votes, announced in 10/16 Rep Meeting

Club Awards - BEST PERFORMANCE

- Students at Club Day will be able to vote for their favorite Club Day performance! QR codes for voting will be placed at all ICC and club tables
- Two (2) awards of \$100 each for clubs that receive the most votes, announced in 10/16 Rep Meeting

Club Awards

- A club MUST be considered Active as of the 10/16 Representative Meeting to receive any of these Club Day Club Awards
- For the raffle-based Promo Award, the club representative must also be present at the 10/16 Representative Meeting to claim the award

Steps to Reactivate

1. Create or update Club Constitution
2. Fill out Club Petition
3. Update Club Financial Roster
 - a. MUST have signatures
4. Schedule an Orientation with ICC
5. Attend ICC Meetings every other Wednesday

See [Guide to Start a New Club page](#) for more details and links

Submit at LEAST your club's constitution & petition (steps needed to be On Trial) by 10/7 ICC Executive Meeting (2:30 PM) for prospective club half-table.

RSVP FOR CLUB DAY!

RSVP for Club Day

To reserve your table, [fill out the RSVP form](#) by **11:59 PM Monday 10/7**.

We love our club performers! [Fill out the performance sign-up form](#) by the **Monday 10/7** deadline to have your club perform during Club Day.

Sign Up to Perform at Club Day!

Club Day Promo Award

Create a flyer image that promotes your club at Fall Club Day, and either email it to me or tag ICC on Social Media

Check Your Club Email to See More Details !!!



Questions?

arreolamaritza@fhda.edu

ICCPrograms@fhda.edu

ICCVPrograms@fhda.edu