



INTER CLUB COUNCIL

**ICC Club
Government**

**8 Steps 2
Success**

- Enroll** 1. Enroll for classes on myportal.fhda.edu or at Admissions and Records, Student Services Building, Room 8101.
- Card** 2. Obtain your OwlCard Student ID at the ASFC Smart Shop, Campus Center, Room 2016.
- Activate** 3. If there is a club you want to activate, reactivate or join, go next door to the ASFC/ICC Office, Campus Center, Room 2011; Club Room, Room 2019; or the Student Activities Office to get the Active Club List and view club files and accounts or attend **Fall Club Day during College Hour 12-1 p.m., Wednesday, October 2 and Thursday, October 3 in the Library Quad** and visit the 70 club booths.
- Form** 4. Complete the Activation/Reactivation Form found in the ICC Handbook p.7 after obtaining student ID #s, email addresses, phone #s and signatures of five preliminary members.
- Advisor** 5. Recruit a faculty/staff member to be an advisor. He/she would need to agree to attend official club meetings and club events and be responsible for signing off on club budget items. Ask the advisor to approve your Activation/Reactivation Form so you can submit it completed by 3 p.m. on any Monday during the first five weeks of the quarter.
- Rep.** 6. Appoint an ICC representative who will be the responsible student leader who will attend weekly **ICC meetings, Tuesdays at 3 p.m. in the Campus Center, Toyon Room, Room 2020.**
- Meet** 7. Ensure that your club's ICC representative attends the ICC meeting so that the ICC votes for your club's official activation/reactivation. The ICC representatives weekly leadership role is to be the public relations representative, to process and present activity and funding paperwork, and to give weekly reports to and from the club. Book a weekly club meeting room.
- Lead** 8. Join our **Leadership Class CNSL 6 - Exploring Leadership, CRN 21762 beginning Tuesday, October 8, 2-4:15 p.m.** in the Campus Center, Council Chambers, Room 2018. During the last half of the class at 3 p.m., student leadership meetings occur, including the ICC government meeting. Learn, practice, and enhance marketable soft skills such as speech communication, budgeting, time management, event coordinating, business practices, politicking, public relations, trouble shooting, and much more. Add your leadership service to your resume and college applications!

More Info.: (650) 940-7060
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Campus Center, Room 2008

