


**DE ANZA COLLEGE**


ICC 2023


# SPRING TRANSITION GUIDE

Keep your club running and active!

## CONTACT US

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 [deanza.edu/clubs](https://deanza.edu/clubs)

 @deanza\_icc



# What Should You Know?

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During the Spring quarter, a lot of change is bound to happen as students transfer and begin new chapters of their lives. Here are some things to consider as your club enters the new quarter...

- Elections
- New Officers
- Documents / Passwords
- Advisors

# Elections

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- Aim to have elections done by Week 6 of the Spring Quarter
- Utilize marketing to promote applications
- Encourage current officers to apply

## One Possibility:

You do not have to elect all the officers this Spring. New officers can be added in the Fall quarter when new students join De Anza.

# New Officers

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- Once you have your new officer team, train them!
- Consider having them shadow you during meetings
- Write reflections on what you would have liked to know
- List all responsibilities (and how to do them!)

# Financial Roster

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- After selecting your new officer team, remember to update your club's Financial Roster.
- Should be done as soon as possible DURING the Spring Quarter.
- [deanza.edu/clubs/documents/ICC-Financial-Roster.pdf](https://deanza.edu/clubs/documents/ICC-Financial-Roster.pdf)

# Documents & Passwords

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- Create a document with all accounts, usernames, and passwords to pass on
- Create a shared drive that all officers can access
- Make advisors Owners of shared drives. (Check with them to see what they prefer Google Drive vs. Microsoft Office)

# Advisors

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- Have conversations with your advisors about your plans for the future!
- Make sure all Part Time Faculty are teaching in the district.
- Introduce new officer team to advisors


# HAVE A GREAT SPRING QUARTER!


Any other questions? Feel free to  
reach out!

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## CONTACT US

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