2020-2021

**Chair**

Natalie Tran chair.cicc@gmail.com

Office Hours: Thursday 1-2

**Vice-Chair**

Maggie Flanagan finance.cicc@gmail.com

Office Hours: Monday 11:3 0-12:30

 **Director of Administration Director of Productions Director of Communications**

 Kira Dawson Ariela Ochoa Soraya Noranjo doa.cicc@gmail.com dop.cicc@gmail.com dcomm.cicc@gmail.com Office Hours: Wednesday Office Hours: Tuesday Office Hours: Wednesday

11:30-12:30 10:00-11:00. 10:00-11:00

# Wednesday

**11:59PM**

**Friday**

**5PM**

**Sunday**

**9AM**

**Monday**

**9AM**

**Host Event!**

**Within Ten Days**

**Within Two Weeks of Event/Travel**

* Email name of event & proposal amount to Chair
* Email any other agenda modifications to Chair (including after event presentations)
* Email all proposal paperwork & presentation to Vice-Chair for OPTIONAL review
* Email all proposal documents & presentation to Director of Productions
* Text Director of Administration if you will be absent/tardy
* Give Allocation Request Form to Vice-Chair before meeting begins
* Submit itemized receipts to Vice-Chair
* Post-event/travel presentation due

**Additional Travel Deadlines**

Submit “Before Travel Packet” to Vice Chair **at least 10 days before departure**

Submit “After Travel Packet” to Vice Chair **within 2 weeks of travel**

CICC Webpage: <http://communications.fullerton.edu/studentlife/cicc/>