



Committee Meetings Attendance Log

The Associated Students of Cañada College Governing Council, Student Senate, Bylaw Committee Stipend Policy allows for students who are appointed by the Student Senate and attend district and campus committee meetings, to receive an \$18.00 stipend for their advocacy work. This is to be paid from the Student Representation Fee.

Eligibility:

- 1) Be currently enrolled in at least 6 units, or 1 class, & have completed at least 24 units at Cañada College
- 2) Have a cumulative G.P.A. of at least 2.0 in course work completed in the San Mateo County Community College District (SMCCCD)

Representative Responsibilities:

- 1) Attend an orientation session with the Student Life and Leadership Manager/or the Committee Chairperson.
- 2) Attend all meetings and keep a copy of the agenda, minutes and all other materials pertaining to the committee.
- 3) File a written synopsis of each meeting with an attached agenda to the Student Senate Commissioner of Public Records within 5 school days.
- 4) Attend Senate meetings &/or Executive Board meetings to give a verbal report as requested by the Senate President and Vice President.
- 5) Recommend positions, actions and strategies to the Student Senate and/or the Executive Board
- 6) Notify the Student Life and Leadership Manager and the Senate President if unable to attend an assigned committee meeting for any reason.
 - a. Make arrangements for an alternative representative

Designated meetings, committees/activities shall include but are not limited to:

- Student Senate for the CA Community College (SSCCC) Region III Meeting
- Student Senate for the California Community College (SSCCC) Region III Sub-committee's District
- Participatory Governance Council, District Student Council
- District Auxiliary Services Committee (DASAC, Campus Auxiliary Services Committee (CASAC),
- Planning and Budgeting Council, District Budget and Finance Committee
- College Curriculum Committee, College Hiring/Search Committee
- College/District Facilities/Master Planning Committee
- Other: _____

Failure to complete Responsibilities

- 1) Suspension from Committee
- 2) Withholding of stipend
- 3) Removal from the committee appointment

Students must turn in the form at the end of the month. Students will be paid once a month.

Month: _____

Name of Committee	Date of attendance	Attach meeting agenda and notes:	What did you learn?

Total amount student will receive for attendances: _____

Student Name for Check Request to: _____

Address for Check Request: _____