



## Committee Meetings Attendance Log

The Associated Students of Cañada College By Law Committee Stipend Policy allows for students who attend district and campus committee meetings to receive an \$18.00 stipend 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 2.00 in course work completed in the San Mateo County Community College District (SMCCCD)

Representative Responsibilities:

- 1) Attend an orientation session with the Coordinator of Student Activities and/or the Committee Chairperson.
- 2) Attend all meetings and maintain a binder (provided by ASCC) which shall include all agenda, minutes and all other materials pertaining to the committee.
- 3) File a written synopsis of each meeting with an attached agenda to the ASCC secretary within 5 school days.
- 4) Attend Senate meetings &/or Executive Board meetings to give a verbal report as requested by the AS President and Vice President.
- 5) Recommend positions, actions and strategies to the Student Senate and/or the Executive Board
- 6) Notify the Coordinator of Student Activities and the ASCC president if unable to attend an assigned committee meeting for any reason.
  - a. Make arrangements for an alternative representative when possible.

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 Shared Governance Council, District Student Council
- District Auxiliary Services Committee (DASAC, Campus Auxiliary Services Committee (CASAC)
- College Planning Council, District Fee's Committee
- College Curriculum Committee, District Board of Trustee's Meetings
- Affirmative Action 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 mtg agenda or notes from mtg. | What did you learn? |
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Total amount student will receive for attendances: \_\_\_\_\_

Student Name for Check Request to: \_\_\_\_\_

Address for Check Request: \_\_\_\_\_