



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 \$36.00 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?

Total amount student will receive for attendances: _____

Student Name for Check Request to: _____

Address for Check Request: _____