

You are receiving this message because the Chancellor's Office has been informed that you have been elected to serve on the Student Senate for California Community Colleges Board of Directors **for the term July 1st 2018 ending the last day of June 2019**. Thank you for agreeing to serve in this important role on behalf of your fellow students.

*When completing your paperwork, remember that the **Consent Form for Disclosure must be submitted by your ASO Advisor or another Administrator – it cannot come directly from you.***

To verify your eligibility to serve on the Student Senate Board of Directors the following documents must be completed and returned by the set deadline in order for your file to be complete and reviewed.

Only your AB1234 verification is due within 30 days of taking office all other forms are to be turned in by Monday June 25th @ noon.

- Eligibility Consent Form for Disclosure:** Please complete with your AS Advisor or other Authorized College Official. **This form must be sent to our office directly by the college official completing the form.** It is your responsibility to work with your advisor to have the form completed by the deadline.
- Code of Conduct:** Please review and understand expectations and potential consequences/ keep this for your records.
- Conduct Policy Certification of Agreement:** Please review, sign and date to affirm your understanding of expectations and potential consequences.
- Liability Waiver:** Please review, sign, and date to affirm your understanding of the agreement.
- Emergency Contact Form:** Please complete fully and return make sure to list any information needed in a case of emergency.
- Ethics Training for local public officials (AB 1234).** You may access the online training at the following link: <http://localethics.fppc.ca.gov/login.aspx>. You must spend a minimum of two hours reviewing the materials presented in the course in order to satisfy the requirement. **Please complete the training within 30 days from the date you take office.** Upon

completion of the training, print out a certificate of completion, submit a copy to the Chancellor's Office and keep a copy for your records. Your certificate will reflect the two-hour requirement; if less than two hours was spent on the training the training will be considered incomplete, and you will be deemed ineligible.

- Agenda and Minutes of your election:** The Chair of the meeting needs to provide me with the agenda and minutes of the meeting that reflects your election.
- Copy of Driver's License and Proof of Valid Insurance:** If you are driving your vehicle to or from any SSCCC related event.

Once we verify your eligibility I will be booking any travel arrangements needed for you to attend the **July 13- 14, 2018 SSCCC Board Monthly meeting in Sacramento.**

If you have any questions or extenuating circumstances that would prevent submission of the forms by the deadline, please contact me **immediately.**

Please return by email to:

Email: restrada@cccco.edu

Thank you and welcome again to the SSCCC!!

Rosa J. Estrada

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Student Services Division

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California
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