



## Instructions for Applying to Attend the Student Senate for California Community Colleges General Assembly

Community College students statewide will come together at the annual SSSCC General Assembly. Conference attendees will receive training on effective advocacy, shared governance, state and federal legislative updates, as well as the opportunity to share information and network with student from each of our 112 California Community Colleges.

Conference expenses including travel, registration fees, and meals are paid from the Student Representation Fee Budget. A limited amount of funding is available. Not all students who apply will necessarily be selected to attend.

Students applying to attend the SSSCC General Assembly must be **committed to attending**. If there is a possibility you may have to work or have something else happening that weekend and you are unable to commit 100% to attending please do not apply. Once fees are paid, they are non-refundable.

**\*\*To be eligible for conference attendance you must be enrolled in Leadership 111/112 , have a cumulative GPA of 2.0, and not be on academic probation.\*\***

### Remember...

- This process is competitive
- No spots are guaranteed for any person or position.
- Your class attendance and punctuality will be a major factor in reviewing your application.
- Approval may be limited to students who have not attended this conference in the past.
- An incomplete application packet may result in disqualification from attendance.

### **SSCCC Fall General Assembly Application Instructions:**

All students submitting an application should go to the website <http://www.studentsenateccc.org> to find out what you will learn at conference. You may want to email the organizers and request a description of the conference itinerary and descriptions of the workshops provided.

### **All eligible students should follow the below:**

Follow the "General Procedures for Applying for Conference Attendance" of this packet. Read it carefully, because it provides guidelines for submitting a quality application.

1. Submit a **typed** letter of intent **by the deadline**. Hand written letters are not accepted unless extenuating circumstances apply as determined in advance by Stephanie Robb.
2. Both Leadership 111/112 Instructor and Coordinator, Student Activities will review the letter of intent, rank them and determine which students are selected to attend.

3. If you are selected to attend the Spring General Assembly you will required to complete the following forms:
  - Voluntary Field Trip –Excursion Notice
  - Steps for Successful Conference or Meeting Attendance
  - Medical Consent Form
  - Student Conference Agreement Form

LETTERS OF INTENT NEED TO BE SUBMITTED TO THE STUDENT ACTIVITIES OFFICE (BUILDING G-105) AND ARE **DUE BY the due date**. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Any student selected to go to a conference is expected to behave in an appropriate manner and to abide by certain rules and regulations as established by the ASBG and the college. There are rules and regulations that will be followed and are set out in the agreement form. Failure to abide by such rules and regulations will be cause to dismiss the student from conference. In the event that a student is removed from conference, the said individual is responsible for paying his/her own expenses to return home. By signing the agreement form, the student agrees to abide by the standards as approved by the college and the ASBG.

**CONFERENCE ATTENDANCE IS A PRIVILEGE, NOT A RIGHT. ATTENDEES ARE EXPECTED TO ATTEND A VARIETY OF WORKSHOPS AND PROVIDE A WRITTEN AND/OR ORAL REPORT UPON RETURN FROM THE CONFERENCE. STUDENT REPRESENTATION FEE FUNDS AND/OR ASBG FUNDS ARE USED TO SEND INDIVIDUALS TO THE CONFERENCE. THEREFORE, THEY ARE EXPECTED TO BE ACCOUNTABLE.**

After the conference, attendees will be required to submit a typed report as well as make a presentation to the leadership class. The written report will outline the workshops attended and the benefit of the material, as well as a synopsis of the conference experience including what was found most beneficial and what could be improved upon. Failure to turn in this report when due is automatic cause for a student to be excluded from consideration for future conference attendance. Oral reports may be substituted at the discretion of the Leadership 111/112 Instructor.

#### GUIDELINES FOR YOUR LETTER OF INTENT

When writing your letter of intent there are specifics in how the letter should be written. All writing should be at the college level; i.e. correct usage of spelling, grammar, punctuation, structure, etc.

**Your Letter of Intent should be a minimum of 1 page and address the following questions:**

1. There are five key points that need to be covered in your application letter. These are:
  - Why are you interested in attending this conference?
  - What do you hope to gain from attending this conference?
  - Which workshops particularly appeal to you and why?
  - How do you plan on sharing the information gathered with the students (e.g., written report, class presentation, etc.)?
2. With the information you receive from attending the conference, how will you utilize that knowledge to benefit the AHC ASBG/Leadership program?