



Associated Students of Gavilan College (ASGC) Membership Application

Name: _____ Position you are applying for: _____

G00#: _____ Birthdate (Mo/Day) _____ Date: _____

Gavilan E-mail: _____ Phone Number: _____

Thank you for your interest in becoming an **Associated Students of Gavilan College (ASGC) Leader**. As an ASGC Leader who represents the Gavilan College student body, you have great responsibility. Below is our mission statement which we expect you to follow while you are part of the ASGC at Gavilan College:

The Associated Students of Gavilan College (ASGC) is dedicated to valiantly advocating for our diverse student population. We shall lead by example by creating and maintaining an environment in which integrity, character, courage, and scholarship are of the utmost importance. We shall inform students of campus and community resources, and their rights and responsibilities as students of Gavilan College. We consist of exemplary, academic, and diplomatic leaders who take initiative and strive to meet the educational, multicultural, and socioeconomic needs of our fellow students. We make fair, ethical, and informed decisions at the college, district, and state levels. (Adopted December 2, 2014)

As an ASGC Leader you are required to complete the following steps prior to being officially confirmed:

1. Read the ASGC Bylaws by going to <http://www.gavilan.edu/asgc/govdocs.html>. These Bylaws will outline how our association works and the specific duties and responsibilities of the position you are applying for.
 - a. I have read the ASGC Bylaws and fully understand what I am tasked with in the ASGC position I am applying for. _____ (Initials)
2. Attend an ASGC Senate meeting so that you gain basic understanding of parliamentary procedure and how the meetings are run. Go to <http://www.gavilan.edu/asgc/senate/meetings/index.html> and find a senate meeting that is convenient for you.
 - a. I plan to attend a Senate meeting on the following date: _____
Initials: _____
3. Plan on completing two (2) weekly office hours in the ASGC office. These hours can be tentative.
 - a. I would like to do my office hours the following dates and times:
 - i. Day(s) of the week: _____
 - ii. Time: _____
 - iii. Initials: _____
 - b. Read the attached office hour duties. I have read and understand the duties I am required to perform during my office hours _____ (Initials)
4. Per the ASGC Bylaws, all ASGC leaders are required to attend and represent the student body in at least one shared governance committee meeting. Take a look at the attached shared governance committee schedule and indicate the shared governance committee you are interested in joining.
 - a. I am interested in joining the following committee: _____ which meets on the following dates and times: _____
Initials: _____
5. Read the attached ground rules
 - a. I have read, fully understand, and agree to follow the ASGC ground rules _____ (Initials)

6. Become familiar with the ASGC website <http://www.gavilan.edu/asgc/> and all of the on and off campus resources there are.
- a. I have reviewed the ASGC website _____ (Initials)

I, _____ have read and agree to follow the ASGC mission statement.

By initialing the statements below, I certify that I meet the requirements to become an ASGC Leader:

_____ I am currently enrolled at in at least six (6) semester units at Gavilan College.

_____ I have a cumulative grade point average (GPA) of at least 2.5 at Gavilan College.

_____ I am currently in good standing at Gavilan College.

_____ I understand that I am required to remain in good standing, maintain at least 5 units, and a minimum GPA of 2.5 during the entire time I am in the ASGC.

_____ I understand my commitment to represent the Gavilan College student body as an ASGC Leader and I agree to consult the ASGC Senate anytime I am reporting on behalf of the ASGC.

_____ I understand that this position requires me to attend ASGC Senate meetings, serve two (2) office hours per week, sit on shared governance committees, participate in ASGC Senate-sponsored events, and be responsible for any other duties as outlined in the ASGC Bylaws.

_____ I understand that I must obtain signatures of approval from the Gavilan College student body in support of my interest in becoming an ASGC Leader. Below are the required signatures based on each position:

- Student Trustee: 600 signatures (10% of fall semester enrolled students)
- President and Vice President: 175 signatures
- Senator: 75 signatures

We are happy that you have decided to represent the Associated Students of Gavilan College. We expect the highest professionalism and that you uphold the ASGC and Gavilan College policies. We look forward to your continued growth as a leader in order to make a difference in the lives of others. If you have any questions, please contact the ASGC President at asgcpres@my.gavilan.edu or the ASGC Advisor, Dr. Blanca Arteaga at barteaga@gavilan.edu.

I have discussed my interest and commitment with the ASGC Advisor and/or the ASGC President. The signatures below demonstrate this discussion. (Must have the ASGC Advisor's signature and the ASGC President's signature.)

_____	_____
Student Signature	Date
_____	_____
ASGC Advisor Signature	Date
_____	_____
ASGC President Signature	Date

Date Confirmed as ASGC Leader: _____

(Keep this for your Records)

Associated Students of Gavilan College Ground Rules

As an ASGC Leader, I will:

- Be dedicated, outspoken, responsible, and open minded
- Collaborate and be a team player
- Maintain open communication
- Keep ASGC President and ASGC Advisor informed about current and future ASGC projects and events.
- Plan events in advance and complete appropriate paperwork (e.g., facilities use form, shopping list, etc.)
- Treat everyone with respect and courtesy
- Be positive; look at the brighter side
- Not retaliate against fellow Leaders
- Respect everyone's property and not take personal items that do not belong to me
- Act professionally because I understand that I am the face of the Associated Students of Gavilan College and Gavilan College as a whole
- Maintain a professional work environment
- Maintain the ASGC office door open when I am inside
- Provide support and assist to fellow ASGC Leaders
- Not allow non ASGC members to pass beyond taped line on the floor of the senate work room because of confidential matters
- Maintain open dialogue (If I have an issue with a fellow Leader, I will approach them professionally and/or contact the ASGC advisor for mediation)
- Regularly check your email and attend all "in-house" meetings
- Arrive to all senate meetings by 9:35 AM so that I can be prepared to start the meeting on time at 9:45am.
- Notify the ASGC President and ASGC Advisor if I will not be attending senate meetings, office hours, and/or any ASGC obligations
- Review the agenda and minutes prior to the ASGC senate meeting
- Review and complete Office Hour duties.
- Contact ASGC Advisor with any questions or concerns

(Keep this for your Records)

ASGC Leader Office Hour Duties

- Check the mail box in the mail room (located in the financial aid building) and deliver to appropriate person
 - Any bank statements must be delivered to ASGC Advisor
- Check your mail box in the ASGC office for important notes and messages
- Clean office and microwave area (clean up after yourself)
 - Arrange
 - Organize
 - Empty trash and recycling
- Answer phone
 - Thank you for calling ASGC, this is (your name and title) how can I help you?
 - Write down the information you are collecting. If they are asking for a specific Leader, ask what they need so that the Leader knows what to expect and/or see if you can assist.
- Check ASGC office phone messages
 - Notate message and put in appropriate Leader's mailbox
 - Return phone calls
- Check your email for important messages and reminders from ASGC Advisor or campus committees
 - Personal
 - Gavilan
- Check the whiteboard for deadlines on ASGC projects and events
- Check supply room and re-stock supply room if needed
 - If you notice that supplies are low (2 reams of paper), contact ASGC Advisor
- Keeping track of vendors
 - If there is a vendor in the student center, make sure that their information is in the vendor binder
 - Check their receipt and make sure that they paid
- Take pictures for ASGC ID Card
 - Lock the ASGC office door when leaving to take pictures or for anything else.
 - Check that they have paid for the ASGC Card
 - Ask for CA Identification or any other form of picture ID
 - Have student complete pink library card form so that their ASGC card can be activated as library card. Take pink slips to library the last 5 minutes of your office hour.
- Only ASGC Leaders/Gavilan employees/ASGC Work-study are allowed past the taped line.
- Use PA system to put music, announce events on campus, ask for song requests, etc.
- Stamp any on and off campus Notices/Flyers
 - Make sure that the document contains the business or the person's name, phone number or another form of contact
 - Please use your discretion as far as approving nudity, drugs, or violence on Notices/Flyers
- Hand out scantrons and green books and keep track of the student's name, G00#, and number of scantrons and/or green books you gave them. The form to keep track is on the ASGC computer.

(Keep this for your Records)
Participatory Governance Committee Meetings

Per the ASGC Bylaws, all ASGC offices are required to attend and represent the student body in at least one participatory governance committee meeting.

Meeting	Days	Time	Location
Academic Senate	1 st & 3 rd Tuesday	2:30 – 4:00 PM	Mayock House
Budget Committee	Meeting Varies; contact Susan Peterson		
Curriculum Committee	2 nd & 4 th Monday	3:00 – 4:30 PM	BU 119
Distance Education Committee	1 st & 3 rd Thursday	2:00 – 3:00 PM	TLC
District Technology Committee	2 nd Thursday	1:15 – 2:30 PM	HRC 101
Health & Safety/Facility & grounds	3 rd Wednesday	2:15 – 3:15 PM	N/S Lounge
Learning Council	1 st Friday	12:00 – 1:30 PM	North Lounge
Presidents Council	2 nd & 4 th Wednesday	4:00 – 5:00 PM	HRC 101
Student Services Council	1 st & 3 rd Monday	1:00 – 2:00 PM	North Lounge
Strategic Planning	2 nd Thursday	2:30 – 3:30 PM	SS205

Position you are applying for: _____ Signatures required: _____

Required Signatures:

Student Trustee: 600 signatures (10% of currently enrolled students)

President, Vice President, and Region IV Representative: 175 signatures

Senator: 75 signatures

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