**ASBTC**

Associated Students of Bellingham Technical College

*Striving for Student Success*

Contact: asbtc@btc.ctc.edu | 360.752.8357 | Campus Center (CC) Room 300

# **Guidelines for Submitting Minutes**

1. The senators are required to obtain a copy of the minutes from their designated alternate or download/print from <http://www.btc.ctc.edu/CurrentStudents/ASBTC/indexasbtc.aspx>
2. Once the minutes are read in classroom, the senator must fill the given section on the minutes page.

Program: Name of the Program

Senator: Name

Instructor: Signature

Date: Minutes read in class

1. The signed copy of the minutes must be submitted **ON or BEFORE** the following Senate Meeting i.e. within five business days.
2. The minutes can be **submitted** in one of the following ways:-

* Hand in person to the Director of Attendance, Gagan Kaur.
* Drop in ASBTC Office, Room 301, Student Lounge, Level 3, Campus Center.
* Scan and email to [gkaur@btc.ctc.edu](mailto:gkaur@btc.ctc.edu)

Please Note: Minutes submitted after 5 business days (counting from the missed Senate Meeting day) will NOT be accepted. Late or No submissions may affect the program’s attendance rate.

# Concerns?

These guidelines have been formulated in order to keep the attendance records up-to-date and accurate. Please feel free to discuss your concerns/queries with ASBTC executives or email Gagan at [gkaur@btc.ctc.edu](mailto:gkaur@btc.ctc.edu).