



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

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

Senator Checklist

Name: _____ Program: _____ Quarter: _____

1. Have you held position as a Senator or any other paid position at BTC (such as: Student Ambassador, Work-Study, Coach, Tutor) in the past quarter/s? Yes No

Position held, if Yes: _____

- If Yes, please complete documents under *Section A* for the current quarter.
- If No, please complete documents under *Section B*.

FORMS		Submission	
Section A	Section B	ASB Office or Director of Attendance	HR Office
Senator Checklist	Senator Checklist	X	
Program Representative Form	Program Representative Form	X	
	Form I-9		X
	Form W-4		X
	EFT of Wages (optional)		X
	Affirmative Action Information (optional)		X

2. Are you familiar with your duties as a Senator and able to fulfill the expectations of this position? Yes No
- Please see page 2 of this document.
3. Are you requesting waiver from receiving your quarterly stipend? Yes No
4. Is your cumulative GPA 2.5 or higher? Yes No
- If No, you do not qualify for this position.
5. Are you on any form of academic probation? Yes No
- If Yes, you do not qualify for this position.

Note: Please remember to submit this document along with your Program Representative form.

Senator Duties/Responsibilities:

- Attendance is required and mandatory for all Program Senators or their respective Alternates at Senate meetings. Minimum attendance requirement for *Program Funding* is 75% throughout the academic year (Fall, Winter, and Spring).
- Report activities to their respective program/cohorts.
- Serve on at least one ASBTC committee as needed or appointed by ASBTC President.
- Set an example of school spirit, leadership, citizenship, and accountability.
- Must volunteer for a minimum of two ASBTC sponsored events per academic year.
- Must maintain 75% or higher attendance in order receive *quarterly stipend*.

For more details, please refer to the *Constitution and Bylaws* posted on ASBTC webpage or talk to one of the Executive members.

Note:

All elected officers and program representatives are subject to recall on the grounds of gross misconduct, incompetence, absenteeism, failure to maintain the requirements of their position, and/or for violations of Chapter 495B-120 WAC Campus Conduct Code.