



## STUDENT GOVERNMENT VOLUNTEER APPLICATION

Full Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Student ID: \_\_\_\_\_

How did you hear about ASRCC?: \_\_\_\_\_

Briefly explain why you are interested in joining ASRCC. What experience, knowledge, skills, abilities would you like to gain as part of serving on ASRCC?:

Please list any additional involvement you have at RCC or in the community outside of your courses:

**Which Branch of Student Government Are You Interested?**

- Executive Cabinet** (Treasurer, Secretary, Council Directors)
- Judicial** (Supreme Court Chief Justice, Supreme Court Justice)
- General Volunteer** (I want to get involved but not quite sure where)

**Qualifications for Director and Supreme Court Positions:**

1. Must have your student fees paid
2. Have completed a minimum of 12 units (minimum of 6 units for Supreme Court Chief Justice)
3. Be enrolled in 5 units and have RCC listed as your home college of record
4. Have a 2.0 GPA (Cumulative)
5. Cannot be President, Treasurer, or ICC rep of any other clubs/organizations

*I understand that ASRCC is voluntary organization and I will not be compensated for my time, aside from priority registration, service hours, experience, and the occasional incentive. If awarded a position, it is up to me to manage my time, be responsible for submitting all volunteer hours, comply with the ASRCC constitution, bylaws, and RCC Student Code of Conduct, and maintain RCC as my home college of record.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit your application to Student Activities [studentactivities@rcc.edu](mailto:studentactivities@rcc.edu) or ASRCC.PRES@rcc.edu

| <b>ASRCC ONLY</b>        | <b>STUDENT ACTIVITIES OFFICE USE ONLY, DO NOT COMPLETE:</b> |
|--------------------------|---|
| DATE RECEIVED: _____     | GPA: _____ HOME CAMPUS: _____ STUDENT FEES PAID: Y N        |
| INTERVIEWED: _____       | UNITS COMPLETED: _____ UNITS ENROLLED: _____                |
| SHIRT SIZE: MALE FEMALE  | CONDUCT STANDING: _____                                     |
| XS S M L XL XXL XXXL 4XL |   |



## STUDENT GOVERNMENT VOLUNTEER APPLICATION

It is important to understand that ASRCC is comprised of three branches: Executive, Legislative (Senate), and Judicial (Supreme Court). Each branch has its own purpose and members have their own responsibilities. Together, these branches make up the vehicle that represents the thousands of students that attend Riverside City College. Without all three branches working together to complete their tasks and contribute to the Student Government Body, there would not be an ASRCC. Therefore, it is important to have an idea of what position you would like to apply for and explain why this position is of interest to you.

**RANK YOUR TOP THREE CHOICES WITH (1) BEING THE FIRST CHOICE AND (3) BEING THE THIRD CHOICE.**

### **Executive Cabinet:**

Our role is to communicate between students and the administration, staff and faculty of RCC — advocating and enforcing the laws, policies and procedures set forth in the ASRCC Constitution. The branch consists of your elected ASRCC President and Vice President, as well as the appointed Executive Treasurer, Secretary and Council Directors of the respective programming councils. Being involved with the executive branch allows you to:

- ⇒ Build and apply prominent leadership skills
- ⇒ Learning program management
- ⇒ Plan and become involved in multi-cultural activities
- ⇒ Handle and allocate over \$1 million dollars in funds
- ⇒ Be involved in creating legislation
- ⇒ Learn and be involved in politics and shared governance

### **Treasurer:**

The Treasurer shall:

- Sign requisitions for the ASRCC funds daily.
- Record line item transactions, deposit and withdraw from the ASRCC budget.
- Attend the weekly Executive Cabinet meetings and report regularly the status of the ASRCC Budget
- Chair the Budget Committee each spring and meet regularly with the Senate Finance Chair
- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week.

\*The Treasurer position takes approximately 10-12 Hours per week.

### **Secretary:**

The Secretary shall:

- Take and maintain accurate minutes of Executive Cabinet meetings.
- Advise and assist the ASRCC President and Vice-President.
- Be present at all meetings in which they are responsible for taking and maintaining minutes.
- Keep minutes and agendas open and available for the public and store them Electronically.
- Send the minutes to all respective members of the Executive Cabinet. Maintain attendance records of



## STUDENT GOVERNMENT VOLUNTEER APPLICATION

all ASRCC members.

- Collect and communicate with students interested in volunteering and serving within ASRCC
- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week.

\* The Secretary position takes approximately 10-12 Hours per week.

### **Inter-Club Council (ICC) Director(s):**

The Inter-Club Council works with all our campus clubs and organizations. Our role is to build bridges of ideas and communication, effectively advancing the existing ideals of our community or helping start something new. ICC shall provide a weekly forum to foster and promote cooperation and participation among the student clubs at RCC, as well as provide support clubs through financial assistance and programming.

The Director(s) shall:

- Preside over the weekly ICC meetings, including prepare and distribute ICC agendas and minutes, maintain roster of active clubs, and resent recommendations for the suspension of any club to the Senate.
- Be responsible for planning, coordinating, and executing ICC events and club attendance at events such as; Welcome Day, Club Rush each semester, Homecoming, Halloween Town, Bunny Hop, and others TBD.
- Meet weekly with the Executive Cabinet to report on the status on the ICC.
- Serve on the ASRCC Budget Development Committee and the Service Awards Banquet Committee in the spring to help select club awards
- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Assist with events hosted by ASRCC
- Have at least 4 hours of office hours per week

\* The ICC Director(s) position takes approximately 10-12 Hours per week

### **Campus Activities Council (CAC) Director(s):**

A vibrant campus doesn't just happen — this committee develops the events, activities, and programs to keep our college community active. The Campus Activities Council different events on campus like Tiger Prides, After Hours, Final Survivals, Outreach Events, and more. We bring the campus to life!

The CAC Director shall:

- Conduct regular CAC planning meetings and preside over them, including prepare and distribute CAC agendas and minutes
- Meet weekly with the Executive Cabinet to report on the status on CAC, including ASRCC calendar of events
- Attend events coordinated and hosted by CAC, as well as other events hosted by ASRCC when available



## STUDENT GOVERNMENT VOLUNTEER APPLICATION

- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week

\*Approximately 8-10 hours per week for CAC Director

### **Multi-Cultural Advisory Council (MCAC) Director(s):**

Our focus is on increasing and promoting diversity, equity, and inclusion throughout our campus. You can be a part of the open exchange of ideas and the expansion of minds — important work that takes shape when you listen to others and share your ideas. The Multi-Cultural Advisory Council works to advocate for underrepresented students by collaborating with students, faculty, staff, and administration on Diversity, Equality, and Inclusion programs and events.

The MCAC Director shall:

- Have an understanding and appreciation of RCC's diverse communities, programs, and centers.
- Conduct regular MCAC planning meetings and preside over them, including prepare and distribute MCAC agendas and minutes
- Meet weekly with the Executive Cabinet to report on the status on MCAC, including ASRCC calendar of events
- Attend events coordinated and hosted by MCAC, as well as other events hosted by ASRCC when available
- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week

\*Approximately 8-10 hours per week for MCAC Director

### **Special Events Council (SEC) Director(s):**

The SEC Director shall:

- Have an understanding and appreciation of RCC's history, traditions, and spirit.
- Be responsible for the planning, coordinating, and execution of traditional ASRCC/RCC events i.e. Halloween Town, Homecoming, Bunny Hop, Concerts, Banquet, etc.
- Conduct regular SEC planning meetings and preside over them, including prepare and distribute SEC agendas and minutes
- Meet weekly with the Executive Cabinet to report on the status on SEC, including ASRCC calendar of events
- Attend events coordinated and hosted by SEC, as well as other events hosted by ASRCC when available
- Be a part of and attend a Shared Governance Committee
- Have at least 4 hours of office hours per week

\*Approximately 10-12 hours per week for SEC Director

## STUDENT GOVERNMENT VOLUNTEER APPLICATION

### **Resource Center (RC) Director(s)**

The Resource Center is a free service for students and provides resources that may consist of but not limited to the following: food, toiletries (deodorant, shampoo, conditioner, tampons, etc.), and testing materials (may include blue/green books). The Resource Center is a destination that may impact a student's life and gives them the necessary resources to become successful in their pursuit for education.

The Resource Center Director shall:

- Be responsible for managing the Resource Center (RC) ensuring that the RC is open the entire duration of school days during academic year, and be responsible for ordering, cleaning, restocking, and maintaining the Resource Center inventory.
- Be responsible for recruiting students to volunteer in the RC, as well as manage the volunteer schedule
- **Must be required to possess a valid driver's license, Be certified to drive school vehicles by passing a license background check** (may be required to pick up food orders with school vehicles)
- Promote the Resource Center via social media or booths throughout campus.
- Attend events coordinated and hosted by RC, as well as other events hosted by ASRCC when available
- Meet weekly with the Executive Cabinet to report on the status on RC, including ASRCC calendar of events
- May serve on a Shared Governance committee and their meetings 1/month.
- Maintain at least 10 hours a week in the Resource Center.

\*Approximately 10-12 hours per week for RC Director

### **Public Relations Council (PRC) Director(s):**

The Public Relations Council is responsible for publicizing the ASRCC brand through external communication, including the ASRCC newsletter, website updates, press releases, and mobile application, and coordinating the ASRC marketing plan through print, digital, and social media.

The PRC Director shall:

- Have an understanding and knowledge of basic social media applications and marketing concepts. Helpful if you have design experience or knowledge of design software like Adobe InDesign or Canva.
- Assemble and oversee the ASRCC Street Team responsible for promoting and advertising ASRCC events, programs, and services; as well as managing the PR table at ASRCC programs and events.
- Conduct regular CAC planning meetings and preside over them, including prepare and distribute PRC agendas and minutes
- Meet weekly with the Executive Cabinet to report on the status PRC, ASRCC marketing and promotions, including keeping an updated ASRCC calendar of events
- Attend events coordinated and hosted by PRC

## STUDENT GOVERNMENT VOLUNTEER APPLICATION

- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week

\*Approximately 8-10 hours per week for PRC Director

### **SUPREME COURT:**

The general responsibilities of the Judicial Branch are to be the official interpreters of all ASRCC governing documents, laws, and policies. They also hear and investigate all filed grievance matters and review the legitimacy of any action taken by the ASRCC including removing members and suspending clubs. They also regularly review ASRCC, club, and organizations bylaws to ensure legitimacy and consistency with California Education Code, Board Policy, and the ASRCC Constitution.

They also coordinate and oversee all procedures regarding ASRCC election, as well as to work with Moreno Valley and Norco Colleges to coordinate RCCD Student Trustee elections, in consultation with their faculty advisor.

Being involved with the executive branch allows you to:

- ⇒ Build and apply prominent leadership skills
- ⇒ Learning program management
- ⇒ Be involved in creating and interpreting legislation
- ⇒ Learn and be involved in politics and shared governance

### **Supreme Court Justice(s):**

The Supreme Court shall consist of the Supreme Court Chief Justice, Supreme Court Pro-Tempore, and five additional Justices for a maximum of seven (7) total Justices. The Chief Justice will be appointed by the President/Vice President and should have some experience within ASRCC, or an understanding of the ASRCC Constitution and Bylaws.

Chief Justice shall:

- Oversee the Supreme Court, including appointing a Justice Pro-Tempore, and conduct regular (at least 2 per month) Supreme Court meetings and preside over them, including prepare and distribute agendas and minutes
- Meet weekly with the Executive Cabinet to report on the status of the Supreme Court, including reviews of bylaws, legislation, administrative actions, and elections
- Coordinate the review of ASRCC, club, and organization bylaws once an academic year
- Coordinate and oversee the ASRCC Senate and President/Vice President elections in accordance with the constitution
- Host at least 2 open forums a semester, and attend events coordinated and hosted by ASRCC when available
- Be a part of and attend a Shared Governance Committee and their meetings 1/month.
- Have at least 4 hours of office hours per week

\*Approximately 5-8 hours per week for Supreme Court Chief Justice

## STUDENT GOVERNMENT VOLUNTEER APPLICATION

Additional Justices shall:

- Attend Supreme Court meetings
- Assist with the reviews of ASRCC, club, and organization bylaws once an academic year
- Assist with ASRCC Senate and President/Vice President elections in accordance with the constitution
- Assist with Supreme Court open forums each semester, and attend events coordinated and hosted by ASRCC when available
- Maybe a part of and attend a Shared Governance Committee and their meetings 1/month.

\*Approximately 2-5 hours per week for Supreme Court Justice

### **VOLUNTEER:**

Membership in ASRCC makes your student experience as fulfilling as possible. ASRCC the organization is comprised of student officials that are elected and appointed to represent the student body to faculty, staff, and administrators. We sit on campus wide committees that influence social, cultural, and academic policies and procedures at RCC. We also work with faculty, staff, and administrators on campus to improve things that impact your academic experience, including buildings, technology, programs, and more. ASRCC also represents RCC when lobbying to our state legislators and national representatives off campus. We host lots of FUN and EXCITING events and programs all year. We have a variety of opportunities to plan, promote, and participate in over 200 events a year. We house over 75 student clubs and organizations on campus so there is something for everyone. The time commitment is up to you and be as involved as much or as little as you like.

Being involved allows you to:

- ⇒ Represent the interests of RCC students
- ⇒ Participate in state level representation of California Community Colleges through California Community College Student Affairs Association (CCCSAA)
- ⇒ Work on committees with RCC staff and administration through shared governance
- ⇒ Develop leadership skills
- ⇒ Enhance job, scholarship, and college transfer applications
- ⇒ Plan campus events and activities
- ⇒ Enrich your academic career

### **\_\_\_\_\_ General Volunteer:**

I am interested in learning more about the following: (Check all that apply)

- Programming Campus Events
- Promoting Campus Events
- Planning and/or Playing Intramurals (extra-curricular sports)
- Working with Athletics and student spirit





## STUDENT GOVERNMENT VOLUNTEER APPLICATION

- Working with Clubs and Organizations
- Passing campus legislation, policies, procedures, funding, etc...
- Holding Campus forums
- Multicultural, Diversity, Equity, and Inclusion events
- Im not sure yet... I just want some further information / speak to someone
- Other: \_\_\_\_\_