



## *ASO Executive Board Application Form*

### Application Process:

- Submit completed application, with supporting documents, to the ASO Office in Redwood Hall C-105.
- The ASO Interview Committee will review all completed application packets. If all the requirements are met, you will be invited back for an interview.
- The ASO Interview Committee will vote and make a decision on your candidacy for the position.
- If you are chosen, you will be invited to join the board. You will be sworn in for your position at the following Board Meeting.
- Please save a copy of your application for your records.

For questions, please contact:

Associated Student Organization

Redwood Hall C-105

(213)763-7200



Complete applications must include the following:

- Treasurer application.
- A 2 semester minimum student education plan (SEP) from an LATTC Counselor.
- LATTC transcript (unofficial is acceptable).
- Semester Class Schedule (Fee Receipt).
- Resume indicating work, volunteer and/or educational experience.

Please respond to the following essay question (minimum of 1 page):

Why are you qualified to become an Executive Board Member of the ASO? Please include your vision for the students at LATTC and your expectations for being a member.



## ASO Application Form

### Position: Treasurer

Submit completed application to the ASO office in Redwood Hall C-105 by \_\_\_\_\_

#### General Duties:

- Required to complete a minimum of 10 hours per week which includes office hours and ASO events.
- Keep written accounting of all finances related to ASO.
- Must provide accounting to ASO Board, Finance Committee and ICC.
- Chairs ASO Finance Committee, supplies agenda and minutes for meetings.
- Sustains ASO Fiscal Policy.
- Serves on Planning and Budget Committee.
- Must actively participate in planning, organizing and/or assist in (2) two ASO sponsored or co-sponsored events per semester.

#### Eligibility requirements:

- Be a current LATTC student enrolled in a minimum of (5) units and cannot have completed more than 80 units that are Degree applicable in LACCD.
- Be a paid member of the ASO.
- Must maintain and have a cumulative and current GPA of a 2.00 or higher.
- Be available from 2:00 pm to 3:30 pm on Tuesday's for ASO Board Meetings.



## Applicant Information

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(Name) First                      Middle                      Last                      Student ID #

( \_\_\_\_\_ )

Contact Number

Email Address

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Mailing Address

City

Zip

What is your Educational Goal at Los Angeles Trade Technical College? (check all that apply):

Certificate     Associate Degree     Transfer

What is your Program of Study? \_\_\_\_\_

Current cumulative GPA: \_\_\_\_\_ Credit hours currently taking: \_\_\_\_\_

Are you employed for more than 20 hours per week? \_\_Yes \_\_No

### **APPLICATION CERTIFICATION**

I hereby certify the information provided on this application is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_



I, \_\_\_\_\_, certify that I have received a copy of the following items:

- Constitution
- By-Laws
- S-9 Regulation Eligibility for ASO Student Officers

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

- APPLICATION COMPLETE
- ASO FEES PAID
- HOLDS ON ACCOUNT
- SATISFIED UNIT REQUIREMENTS

STATUS

- INTERVIEW DATE \_\_\_\_\_
- APPROVED
- DENIED

REASON:

\_\_\_\_\_

\_\_\_\_\_