



## Student Trustee Application Checklist

Before submitting your **online or paper** application for Student Trustee, please go through this checklist.

- You have read the application packet and understand the **Required Qualifications for Student Trustee**.
- You have the following three (3) items ready to submit with the application. **(1)** Letter of recommendation written by a member of the college community [student, faculty or administrator]. **(2)** Candidate statement as to why you wish to be a Student Board Member. **(3)** Candidate photo (headshot) which will be used during the campaign.
- You have reached out to your student peers to have them endorse your candidacy. A petition with one hundred (100) signatures of currently enrolled students, including student identification numbers. **Student Trustee Candidates may collect the 100 signatures either on a paper petition or online or use both formats. You may request an online Student Trustee Petition link with an embedded QR code. You will receive the petition link within 48 hours. Please share the link with students endorsing your candidacy as Student Trustee. If you would like your picture (headshot) on the petition, please provide your ASO/U/G Advisor or designee an electronic photo. Actively enrolled students must access the Student Trustee Petition from their @laccd.edu email account.**

**Upon receipt of 100 student endorsements, the Student Trustee application package will be considered complete and ready for final review. Only candidates with an approved application package certified by the Educational Service Center (District Office) may begin campaign for the position of Student Trustee.**

### IMPORTANT NOTE:

- **Deadline to submit application is Wednesday, March 15, 2023.**
- **Write-In Candidate deadline Friday, March 24, 2023 by 4:00 pm.**
- **Your name will NOT appear on the ballot if your application is received after March 15<sup>th</sup>.**