Class Representative Registration Form

*Ottawa Campus*

Please PRINT CLEARLY and fill out all sections. ***Thank-you!***

**Program Information** (To be filled out by faculty member)

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| **Program:** |
| **Program Contact:** (e.g. Chair, Dean, Program Coordinator) |
| **Level:** |
| **Group:** |

**Class Rep Information** (only **one** per group)

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| **Name:** |
| **E-mail:**  (Please use your Algonquin account, we have problems with Hotmail, etc. due to the large distribution list) |

You will be e-mailed about upcoming Class Rep Meetings. Please use your *Algonquin e-mail account* since there are issues with other accounts. There is a mandatory online portal for all Class Reps – keep an eye out for an email notice about the link.  If you are not receiving e-mails, look for posters or check the website [www.algonquinSA.com](http://www.algonquinSA.com) and click on Board of Directors. You can also contact us at 613-735-4700, ext. 5321.

*Please note:* Only elected Class Reps should attend the Class Rep Meetings. If the Rep cannot attend Class Rep Meetings or Program Council, then s/he should designate someone else to attend.

**Lunch will be served. It is very important that you sign up so we know how much food to order!**

All registration forms must be dropped off at the Students’ Association Office, E114 by

***Friday, September 22, 2017.*** *THANK YOU!*

If you have any questions, please contact Annie Thomlinson at the Students’ Association at 613-727-4723, ext. 5321 or at [thomlij@algonquincollege.com](mailto:thomlij@algonquincollege.com)

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| CLASS REP TRAINING  **Tuesday, September 26** @ 2 pm, Location tbd  *OR*  **Thursday, September 28** @ 1 pm, Location tbd | CLASS REP MEETING #1  **Wednesday, October 11**  @ 12 noon  Location tbd | CLASS REP MEETING #2  **Monday, November 13** @ 12 noon  Location tbd |
| *You MUST RSVP in advance by emailing*: [studentsassociation@algonquincollege.com](mailto:studentsassociation@algonquincollege.com) | | |