

# SGA Satellite Campus Representative– Operations Sheet

Pilot Program | Arvin Educational Center

## Role Purpose

Serve as the official student-facing point of contact at the Arvin Educational Center for student clubs and involvement, while acting as a communication bridge between Arvin students and the Student Government Association (SGA).

## Core Objectives

- Improve communication between SGA and Arvin campus students
- Increase student engagement and participation in clubs
- Strengthen representation of satellite campus voices
- Support sustainable student organizations

## Day-to-Day Operations

- Primary Functions
  - Respond to student questions regarding clubs and involvement
  - Engage students in common areas, events, or informal settings
  - Share SGA announcements, deadlines, and opportunities
  - Direct students to appropriate campus or SGA resources
- Tools & Channels
  - Campus email or platform
  - In-person outreach (tabling, events, office hours)
  - Coordination with club officers and ICC representatives

## Weekly Responsibilities

- Check in with active student organizations at Arvin
- Promote upcoming SGA events or initiatives
- Gather student feedback, concerns, and ideas
- Prepare brief updates for SGA meetings

## Monthly Responsibilities

- Submit a brief activity report to SGA including:
  - Number of student inquiries handled
  - Club support provided
  - Events or initiatives promoted
  - Key student concerns or trends
- Review challenges and identify opportunities for improvement

### **Student Organization Support**

- Provide guidance on:
  - Starting a new student club
  - Joining existing organizations
  - Club requirements and procedures
- Connect students with ICC, SGA, or advisors as needed
- Track common organizational challenges

### **Communication & Representation**

- Attend required SGA meetings (in person or virtual)
- Present Arvin Educational Center updates and student concerns
- Report SGA decisions and updates back to Arvin students

### **Accountability & Boundaries**

- Operates within campus policies and student conduct guidelines
- Reports to SGA leadership; coordinates with campus management
- Maintains professionalism, confidentiality, and accuracy
- Role is supportive and student-focused (not administrative)

### **Success Metrics**

- Number of student inquiries and responses
- Student participation in clubs and events
- Number of active and new student organizations
- Quality and consistency of monthly reports
- Feedback from students and SGA leadership

### **Pilot Evaluation**

- One academic semester
- End-of-semester review by SGA
- Determination on role refinement and expansion to other satellite campuses