



## CCPA Student Representatives

### Student Representative Benefits:

- Free chapters and student membership, and consequent member benefits (including access to Liability Insurance)
- Publication in the CCPA Student Newsletter
- Networking opportunities

### Student Representative Responsibilities:

1. Work alongside their [province's regional director](#).
2. Participate in two Annual Student Rep conference calls with CCPA Head Office. The first during fall and the second during spring. Dates will be determined according to the availability of the representatives.
3. Hold a CCPA Introductory Session near the beginning of the semester.
4. Submit the one-page *CCPA Student Representative Activity Report Form* once per year, near the end of the second semester, prior to the second conference call.
5. Participate in the publication of the Student Newsletter – Its annual publication is in March.
6. Communicate relevant updates from CCPA to counselling students through ListServ and posters (e.g. Legislative changes)
7. Outgoing representatives promote the position in their institution and, upon finding a replacement, submit a report of their term as a student rep using the template provided on the website.
8. Agree to have name, email address, date appointed and end term date posted on the CCPA Student Rep website page

### Student Representative Optional Activities:

1. Submit the material required so that you may be profiled in CCPA's Ambassador's Program
2. "Follow" CCPA on Twitter and Facebook, if applicable.
3. Assist with CCPA National Conference when it is held in your city.
4. Plan and implement other activities on campus according to student needs and your schedule.

### How to become a Student Representative

Applications for vacant positions are accepted throughout the year. Applications for positions that are occupied will not be considered.

For Student Representative applications to be considered, the applicant must be a member of CCPA or have submitted a membership application. Applicants who are not yet a member can submit a membership request as Student Representative along with their [Proof of Student](#) status.



In addition, please submit the [Student Representative Application Form](#) and [Agreement Forms](#) to Karen at [membership@ccpa-accp.ca](mailto:membership@ccpa-accp.ca).

### Sample of Rep activities by month:

**NOTE: The activities listed by month are simply suggestions by CCPA.** CCPA Student Reps are encouraged to develop and participate in activities that suit their schedule and counselling student body.

Month	Activity(ies)	Resources & Materials
September	<ul style="list-style-type: none"><li>- Obtain list-serv of counselling students or otherwise ask staff/faculty if they would be willing to forward your emails</li><li>- Involvement with orientation for counselling students</li><li>- Confirm attendance and preferred date of conference call</li></ul>	<ul style="list-style-type: none"><li>- Student Rep Kit, including the conference call agenda</li><li>- Student Kits and other materials for orientation</li></ul>
October	<ul style="list-style-type: none"><li>- Hold a CCPA Introductory Information Session</li><li>- Contact students regarding the call for proposals for the conference</li></ul>	<ul style="list-style-type: none"><li>- CCPA Students PowerPoint Presentation</li><li>- Call for Presenters Poster</li></ul>
November	<ul style="list-style-type: none"><li>- Contact students regarding the upcoming student awards deadline</li></ul>	<ul style="list-style-type: none"><li>- CCPA Student Awards Poster</li></ul>
December	<ul style="list-style-type: none"><li>- If the CCPA Conference will be in your city, start preparing for a student session or booth.</li></ul>	
January	<ul style="list-style-type: none"><li>- Update contact list to include any new students in program (if applicable)</li><li>- Contact students regarding the early bird deadline for the CCPA Conference</li><li>- Assist with preparation of the publication of CCPA Student Newsletter by submitting an article or seeking contributions from peers or faculty members</li></ul>	<ul style="list-style-type: none"><li>- Poster for upcoming early bird deadline for CCPA Conference</li></ul>
February	<ul style="list-style-type: none"><li>- Organize an event (e.g.. pizza</li></ul>	<ul style="list-style-type: none"><li>- Pre-approval of</li></ul>



	evening/networking, info session) and invite students and faculty	expenses form - Any required presentation documents
March	- Email students and post flyers regarding CCPA's Incentive Program - Email Student Newsletter to students	- Poster for Incentive Program
April	- Remind students of the upcoming conference	- Conference poster
May	- If you are attending the conference, help with the student session	
June & July	- Submit the CCPA Student Rep Activity Report Form (Or Final Report if leaving the position) - Confirm attendance and preferred date of conference call	- CCPA Student Rep Activity Report Form - Final Report