



CLUB / ORGANIZATION REQUEST FORM 2016-2017

Date: _____

To: A.S.B. Board

From: _____ Club Advisor

_____ Club Name

Please complete all club information requested:

1. Club President _____

2. Club Vice President _____

3. Club Treasurer _____

4. Club Secretary _____

5. Club Purpose _____

6. Proposed Schedule of Meetings: _____

(Please do not have meetings on Spirit Fridays or during other A.S.B. sponsored activities, such as Club Day, Food Fair, etc.)

7. Meeting Location: _____

8. Administrator Signature: _____

9. *****ALL Club Organizations Requests MUST INCLUDE a typed and signed Club Constitution, signed Club Advisor Checklist, and Club budget.**

Once done, please submit to the A.S.B. room for approval. Once approved, the club records will be on file with the A.S.B. and the Financial Clerk. Every year, a new club update page and copy of your Constitution (even if it remains unchanged) must be submitted with your new officers. This is a district procedure and you will not be allowed access to your club account if this form is not submitted.

Your Club request was: _____ Approved _____ Disapproved Date: _____

A.S.B. Advisor Signature _____ Date: _____

A.S.B. President Signature _____ Date: _____