



# ASB Activity Request Form

The ASB Executive Council must approve all activities of all clubs, classes, and organizations within the ASB in advance. To obtain approval for an activity, you must do the following:

1. Check with the ASB to see if the date(s) are available. This does not mean you automatically have the date(s). All activities are approved on a first come, first served basis.
2. Complete an ASB Activity Request Form; do not leave any spaces blank.
3. Turn in this for the to ASB office prior to the ASB meeting. Have a representative from you student group attend the regular ASB Executive Council meeting if you would like immediate feedback.
4. If the activity is approved, advisors should refer to the teacher’s handbook for a written summary of ASB policies.

Current Date: \_\_\_\_\_  Special Activity  Fundraiser

Club/Class/Organization Name: \_\_\_\_\_

Dates/Times requested for activity: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

How funds raised (if any) will be used: \_\_\_\_\_

# of students participating in the activity: \_\_\_\_\_

- Dance – in cafeteria – must attach with this form, a layout of how you want the cafeteria set up, requisition for \$75.00 with club minutes, and facility use request.
- Car Wash – must attach a requisition for the car wash permit and a copy of the car wash permit to the form.
- Assembly/Activity on campus – must attach facility request, requisition for \$75.00 with club minutes, list of students participating if during school hours.

**NOTE:**

**Requests for activities will not be considered until 90 days prior to the date requested. All request for Activities will need to be submitted at least 2 weeks prior to fundraiser date. If the ASB Executive Council must decide among competing requests of two or more groups for the same fundraiser, the following criteria will be applied, in this order:**

- A. Is the form filled out properly?
- B. Is the activity and/or use of funds consistent with the mission statement of the group?
- C. Are the funds to be raised in this activity (if any) going to be used for scholarships?
- D. Which group has the greatest financial need?
- E. Coin toss

**ASB OFFICE USE ONLY**

Approved/Denied on: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Reason for Denial \_\_\_\_\_  
(if applicable)

Administrator: \_\_\_\_\_ ASB Representative: \_\_\_\_\_ Activities Director: \_\_\_\_\_