







CLUB FORMS

QUICK REFERENCE

DOCUMENT	PURPOSE	WHO NEEDS IT	WHO SIGNS IT	WHEN TO TURN IT IN	WHO VOTES TO APPROVE IT	WHO TO TURN IT IN TO
 CLUB APPLICATION	To incorporate as a club & be able to operate financially	All clubs annually	Club representative Club advisor	Each school year prior to any financial transactions	ASB then Admin then The Board	ASB (IC1 Mailbox)
 CLUB CONSTITUTION	To set expectations for how the club will be run	New clubs only Other clubs IF there are revisions from the last constitution	None	When the club first incorporates or if there are any revisions	Your Club	ASB (IC1 Mailbox)
 CLUB BUDGET	Estimating what monies will be spent/earned through the year	New clubs only Other clubs if you want to	None	When the club first incorporates or if you want to plan for the years purchases	Your Club	ASB (IC1 Mailbox)
 FUNDRAISING REQUEST	If you want to host/participate in any event which will bring in monies for your club	Any club wanting to sell items or collect funds	Club representative Club advisor	2 months prior to the event	ASB then Admin then The Board	ASB (IC1 Mailbox)
 REQUISITION	To be able to spend any club monies	Any club wanting to make a purchase	Club representative Club advisor	2 weeks prior to making purchase	Your Club	Peggy (IC2)
 CASH REQUEST	For start cash , to be able to give change if selling items at an event	Any club wanting to have cash available to give as change	Club representative Club advisor	2 weeks prior to event	None	Peggy (IC2)