

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 Mailbox in the Main Office
 CLUB CONSTITUTION	To set expectations for how the club will be run	New clubs only All clubs need to vote annually to reinstate it and turn it in with their club application	None	When the club first incorporates or if there are any revisions	Your club	ASB Mailbox in the Main Office
 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 Mailbox in the Main Office
 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 Mailbox in the Main Office
 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 in the Business Office
 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 the event	None	Peggy in the Business Office