

WESTVIEW **W** WOLVERINES

2018-2019 ASB Fundraiser / Activity Form

In order to have a successful activity and/or fundraiser, it is imperative that you adhere to the following procedures. Failure to do so will cause your ASB account to be frozen with any unapproved funds transferring back to the ASB General Account.

1. All teams and clubs must have approval from the ASB office **7 days prior** to your activity or fundraiser. This is mandatory for both on and off campus fundraisers. All monies must be turned into the finance office in a timely manner. The funds will go into your club's ASB account.
2. The Westview logo, font, specs, and colors must be specifically adhered to when ordering clothing or personalized items.
3. Each group is only allowed 10 school days (for the school year) in which to sell items on campus. Off campus fundraisers are unlimited but still must be approved.
4. No two groups will be approved to have a similar "on or off campus" fundraisers on the same day.
5. All food sales must be CA State compliant and approved by ASB and FSN. And in accordance to the new district and state policies sales cannot happen during regular school hours (They may be approved for ½ hour after the school day ends).
6. Off campus activities require advisor to be there and additional forms may be needed

Name of Activity / Fundraiser: _____

Club / Organization / Team Name: _____

Date(s) of Event: _____ **Begins at:** _____ **Ends at:** _____

Location (circle one): On campus (may require custodial request form) / Off campus

Description (circle one): Activity / Fundraiser

If fundraiser, number of "on campus" days used _____ / 10p

Submit Cash Box Request in Finance Office if needed

Date Submitted: _____

Contact Email: _____ **Phone:** _____

Advisor / Coach: _____ **Signature:** _____

For ASB Use Only

Fundraiser / Activity Request: Approved / Denied Date Received: _____

Comments: _____

Additional Forms Required: _____

ASB Business Commissioner Signature: _____

ASB Advisor Signature: _____