

## Rancho Mirage High School *ASB* Activity Request

Each *Request* must be submitted in the ASB Advisor's mailbox. Each *Request* must be submitted at least two weeks before the event. *Requests* submitted inside of two weeks will not be considered, and the event will not be permitted to take place. Meetings to take action on *Requests* are held on Mondays. Copies of the *Requests* and the action taken on them will be placed in the Advisor's mailbox by the following Friday.

Organization Name: \_\_\_\_\_ Advisor Name (print): \_\_\_\_\_

"I understand and agree to all timelines and conditions of this request." Advisor Signature: \_\_\_\_\_

Check one and describe:

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

\_\_\_ Fundraiser: \_\_\_\_\_

Using a Vendor? \_\_\_ No \_\_\_ Yes Vendor(s): \_\_\_\_\_

Date(s) Requesting: From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_

Location: \_\_\_\_\_ (Complete *Use of School Facility* if event is held on campus.)

Purpose: \_\_\_\_\_

Using Security? \_\_\_ No \_\_\_ Yes How Many? RMHS Security \_\_\_\_\_ (Organization pays for own security.)

Spending Organization Funds? \_\_\_ No \_\_\_ Yes (Complete Payment Request if spending **any** money, including reimbursements.)

**IMPORTANT NOTE:** No invoices will be paid or receipts accepted without a pre-approved *Activity Request* on file. Because of timeline requirements, if any *Activity Request* and *Payment Request* are needed for the same event, the *Activity Request* must have already been approved the previous week in order for the *Payment Request* to be considered.

### REVENUE POTENTIAL

Complete items 1-6 if any money is to be collected at any time during or for the activity:

- |   |   |
|---|---|
| 1. Est. total expenses to be spent, inc. tax \$ _____ | 4. Avg. selling price per item or service \$ _____    |
| 2. Est. number of items or services to sell _____     | 5. Potential collection to deposit (#2 X #4) \$ _____ |
| 3. Kinds of items or services selling _____           | 6. Potential profit after expenses (#5 - #1) \$ _____ |

### ORGANIZATIONAL APPROVAL

The decision by any student organization to spend its funds must be recorded in Club Minutes and made available for audit.

"I hereby certify that the \_\_\_\_\_ Club approved by a quorum of members the above Request at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ "

Day

Month

Year

Club Treasurer Signature

Club Advisor Signature

Club President Signature

### RMHS *ASB* FORMAL ACTION

\_\_\_ Approved \_\_\_ Not Approved \_\_\_ Tabled (until \_\_\_\_\_) If "Tabled" or "Not Approved", the reason is as follows:

"I hereby certify that the RMHS *ASB* Student Council took action on the above Activity Request at a formal meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ "

Day

Month

Year

ASB Treasurer Signature

Activities Director Signature

ASB President Signature