

CLUB REQUEST FORM**Date:** _____ **Club Advisor:** _____**Club President:** _____**Club Vice President:** _____**Club Treasurer:** _____**Club Secretary:** _____**Club Purpose:** _____**Proposed Schedule of Meetings:** _____**Meeting Location:** _____

ALL Club Organizations Requests MUST INCLUDE a typed and signed Club Constitution, signed Club Advisor Checklist, and Club budget. Once done, please submit to the A.S.B. for approval. When approved, the club records will be on file with the A.S.B. and the Financial Clerk. Every year, a new club update page and copy of your Constitution (even if it remains unchanged) must be submitted with your new officers. This is a district procedure and you will not be allowed access to your club account if this form is not submitted.

ASB OFFICE USE ONLY☐ **Approved** ☐ **Denied****Mr. Roundtree, A.S.B. Advisor Signature:** _____ **Date:** _____**Diana Zambrano, A.S.B. President Signature:** _____ **Date:** _____