

the CLUB COLUMN

HOW TO MAKE PURCHASES WITH CLUB FUNDS

*all **school sponsored clubs** start with NO money in their school account. to make purchases with club funds, you must raise your own funds (through bake sales, merch, etc.)*

1. Vote on purchases as a club and record the vote on a **meeting minutes form** (found on ASB website).
2. Submit a **PURCHASE ORDER REQUEST form** (found on ASB website) along with the **meeting minutes form** to the **FINANCE OFFICE**.
3. ASB will review the request during our weekly meeting. If the request is approved, a hard copy of the Purchase Order will be placed in the advisor's mailbox.
4. Purchases can only be made **AFTER** the purchase order is approved. If you purchase or place an order before the purchase order is approved, you will **NOT** be reimbursed.
5. Submit any **RECEIPTS or INVOICES** to the finance office to be reimbursed.

if you ever want to check the amount of money in your club account, go to the finance office and Ms. Main will provide you with an account statement

UPCOMING EVENTS

November

- 11/15 3:15-4:30 PYTHON Girls Who Code (F101)
- 11/18 Boba Club Fundraiser
- 11/18-21 Giving Grams Sale @ Upper Quad
- 11/18-21 Raven Idol @ Lower Quad
- 11/19 ALL DAY Blood Drive
- 11/21 11AM-9PM Class of 2023 Luna Grill Fundraiser!
- 11/22 @ lunch Student vs Staff Basketball
- 11/22 e-Nable Bake Sale

December

- 12/2-6 @ Lunch AMAZING CLUB RACE!
- 12/13 after school Best Buddies Fundraiser
- 12/18 @ 8:15 AM Senior Class Photo

AMAZING CLUB RACE SIGNUPS OPEN NOW

Signups for AMAZING CLUB RACE are OPEN and can be found on the ASB website! Amazing Club Race is a week-long scavenger-hunt-like competition and a super fun way to win more money for your club. First place will win **\$150**, second place will win **\$100** and third place will win **\$75!** Open to **school sponsored clubs ONLY**.



questions? email your clubs commissioner
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