

Instructions: In order for your club to be approved, this form must be printed, completed, and turned in to Mr. Kortman or the bin in the ASB room. **Before** you fill out this form be sure to turn in your online form.

club



signature sheet

Name of Club: _____

Club Designation (check one): Refer to Clubs info on the ASB website for more on this distinction.

School Sponsored []

Non-school Sponsored []

(Co-) President*:

Name (print)	Signature	Date
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(Co-) President (optional):

Name (print)	Signature	Date
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(Co-) President (optional):

Name (print)	Signature	Date
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*By signing the above, as (Co-) President, you agree to attend all ASB club presidents, and to respond to all emails from ASB in a timely manner.

Treasurer** (School Sponsored) or Vice President (Non-school Sponsored):

Name (print)	Signature	Date
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This is the only person authorized to sign requests to spend club/organization funds. Formal written and signed minutes must be kept and turned in to the ASB Finance Office whenever clubs are raising or spending club funds, and a Purchase Order must be turned in to the ASB finance office **before club funds are spent.

Faculty Advisor***:

Name (print)	Signature	Date
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***By signing the above, as staff advisor, you agree to attend all meetings and official club activities (if school sponsored), review all club posters and materials for distribution by the club, mediate any club disagreements and observe fund-raising guidelines. Board policy requires that a district staff member properly supervise all extra-curricular activities. Education Code § 48933 mandates that a club supervisor/sponsor be a certificated employee (teacher/administrator/counselor).

TO BE FILLED OUT DURING THE ASB STUDENT COUNCIL MEETING

ASB Approval [] Yes [] No Reason: _____

Club Commissioner's Approval Signature: _____

ASB Director's Approval Signature: _____

Site Administrator's Approval Signature: _____