

**Name of High School  
Application for Student Club**

I. We the students of the \_\_\_\_\_ (name of the school site), request permission to form a Student Club.

**Attach a list of the students sponsoring this application.**

II. This organization will be called \_\_\_\_\_ and will have as its purpose:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. \_\_\_\_\_ (name of faculty member) will serve as the advisor for this club for the school year.

IV. We have attached:

1. A copy of the proposed constitution for this club.
2. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

VI. Approved:

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_

**Name of High School  
Associated Student Body Minutes**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The Meeting was called to order by: \_\_\_\_\_

The Minutes of the Meeting dated \_\_\_\_ were Read and Approved (Corrected and Approved)

The following Purchase Orders were approved: (List below or attach separate listing)

P.O. #	Vendor	Amount	Club	Purpose
_____	_____	_____	_____	_____

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count; \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following Invoices were submitted for payment: (List below or attach separate listing)

Check #	Payable to	Amount	Club	Purpose
_____	_____	_____	_____	_____

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count; \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business:

New Business:

Submitted by:

ASB Secretary: Signature and Date: \_\_\_\_\_

ASB Advisor: Signature and Date \_\_\_\_\_

Meeting Attendees: (List below or attach separate listing)



Name of School  
School Address

Donation to ASB Form

Name of Donor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of the donation: *(If cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number, color, et cetera)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donor's estimate of value: \_\_\_\_\_

Purpose of the donation (ASB organization, school site, or district program): *If the donation is for a club or organization that is part of a school's ASB, indicate the name of the club or organization and deposit the cash or check into the ASB bank account. Retain this form as a record of the donation.*

\_\_\_\_\_

*If the donation is for the district, either for the use of the school or for another district program, forward the cash, check, or other item to the district business office with this form. Explain below whether the donation is for the school site or a specific district program.*

\_\_\_\_\_

Received at: \_\_\_\_\_

Received by (principal or other administrator): \_\_\_\_\_

Signature:      Date:

