

**SITE:** \_\_\_\_\_

## **ASB ACCOUNT ACTIVATION FORM**

**2020-2021**

Date: \_\_\_\_\_

Club(s) \_\_\_\_\_

\_\_\_\_\_

Advisor \_\_\_\_\_

I acknowledge that I am responsible for the following FCMAT and District procedures. If procedure is not followed, the club account and activities will be frozen and additional consequences may follow.

- All orders, purchases, and fundraisers must be **pre-approved** by:
  1. Submitting PO Request and/or Fundraiser Request form to ASB Bookkeeper
  2. ASB Executive Council minutes of approval
- Students who choose not to fundraise cannot be excluded from athletics and/or club activities.
- Merchandise must be shipped to school site. No home addresses.
- All transactions must be receipted.
- Receipts and/or invoices for reimbursement or payment may not reflect personal purchases. No receipts – no reimbursements.
- No shop/class fees permitted. Student may purchase take home projects for cost of supplies through ASB Bookkeeping office. Project supply form must be submitted with payment.
- No participation fees for athletics, band, cheer, drama, team/club uniforms, spirit packs.
- PE Uniforms cannot be mandated. Voluntary purchases are allowed.
- Donations to athletic teams/clubs must be deposited in club account and used equitably among members.
- Banquets/Team Meals/Food: Students signed attendance sheet must accompany invoice for payment
- **The Club as a whole, will complete a service project for the 1<sup>st</sup> semester and the 2<sup>nd</sup> semester ( you MUST provide the service project in writing to Ms. Hatcher each semester)**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_