

**WOODINVILLE HIGH SCHOOL
REQUEST FOR NON-FUNDRAISING ACTIVITY/EVENT**



(Ex: Women of Influence, Smashgiving, Earth Club Campus Clean Up, Cultural Events, etc.)

Club Name: _____ Title of Activity/Event: _____

Club Representative's Name/Email: _____

Beginning date: _____ Ending date: _____

On-or Off-Campus (List all locations)*: _____

***A WHS Room Request Form must be submitted to the Main Office Secretary to determine availability for any activities/events that will take place on the WHS campus.**

Was WHS Room Request Form submitted and approved? Yes () No ()

Time of Activity/Event: _____

Provide a description of your plan/other details (continue on back, if necessary): _____

Funding Source (what items need to be purchased and what budgets will cover expenses and/or who will provide donations to cover expenses): _____

If items are brought to the building to support the event, where should the individual take the items? _____

Are NHS hours being awarded as part of this non-fundraising activity? Yes____ No____ If yes, NHS Advisor Jamie Tanksley or Loren Tanksley must sign off here: _____ Date: _____

If NHS hours are being awarded, provide an explanation of the number of hours and donation requirements to earn the hours:

By signing below, club advisor and student representative(s) understand:

- 1) Advertising the Activity/Event (flyers, social media, etc.) must NOT take place until the Activity/Event has been approved.
- 2) Once approved, flyers are submitted to and stamped by Activities Director Mike Kelly prior to them being posted in the building or on social media.
- 3) Once the activity is approved and the flyer has been approved, Mr. Kelly must approve social media postings. To advertise on the TV Screens, in the Daily Bulletin, and/or E-News from the Principal send the information by email to whsoffice@nsd.org (club advisor must be cc'd in the email).
- 4) Approximately 25 tables and 450 chairs are available at WHS for ASB use. Contact the Head Custodian for assistance. If over 25 tables or more than 450 chairs are needed for the event, the advisor must request/order tables for the activity/event from the Support Services Warehouse and request they be delivered to the loading dock. (Tables (and chairs) are not to be removed from ASB Room 101 or the College & Career Center).

PRIME ADVISOR (MR. KELLY) or PRINCIPAL/PRINCIPAL DESIGNEE SIGNATURE:

_____ Date _____ Approved () Disapproved ()

CLUB ADVISOR SIGNATURE:

_____ Date _____ Approved () Disapproved ()

STUDENT CLUB REPRESENTATIVE SIGNATURE:

_____ Date _____ Approved () Disapproved ()