

Redlands Unified School District
Redlands East Valley High School
Associated Student Body Account Documentation Form A

Name of Faculty Sponsor: _____

Official Name of Trust Account or ASB Club Account: _____

Group Type

Check or highlight the account type.

- Activity Trust Account
- Athletic Trust Account
- ASB Club Account

Student Executive Cabinet – (Include Contact # and 4th Period Class)

Name of Acting President or Team Captain: _____

Name of Acting Vice Preside or Team Assistant Captain: _____

Name of Acting Secretary or Team member who is responsible for minutes: _____

Name of Acting Treasurer or member who is responsible for financial transactions: _____

Student Members

List or attach the names of all student members associated with the organization.

Constitution

Attach constitution or fill in specified required sections.

- I. Official name of the group
- II. Description of the group
- III. Purpose of the group
- IV. Membership (specify requirements for membership)
- V. Executive Cabinet (describe the duties and responsibilities)
If traditional executive cabinet titles are not used please specify roles and job duties.
- VI. Fundraising
 - a. Purpose of fundraising
 - b. Specify requirements of student participation
- VII. Funds
 - a. Specify how funds can be used. (Parties, donations, scholarships, entry fees, conferences, competitions, etc.)
 - b. Specify how funds may not be used.
- VIII. Congregation (When and where will the group meet? What is the minimum requirement?)
- IX. Quorum (A quorum is the minimum number of votes that a distributed transaction has to obtain in order to be allowed to perform an operation in a distributed system.)
- X. Amendments (Describes how changes to the constitution can be made.)

This form must be submitted each new school year before funds may be allocated on behalf of the group. Should this documentation not be submitted within four (4) months of each new school year the group will be considered inactive and all remaining funds will transfer to the general associated student body account.

New Club Application Form

Name of New Club	
Contact Student's Name	
Submittal Date	
Contact Student's Grade	
Contact Phone Number	
Contact Student's 4 th Period Class	
Name of Club Advisor (certificated staff)	
Description of Club Membership	
Club Meeting Day(s)/Time(s)	
Club Purpose	
Club's REV Contribution (How will your club help REV?)	

Please attach a copy of your club's constitution to this page.