

# WHS Activity Form & Meeting Minutes Coversheet

This form is to be completed to provide notice of a Club activity/fundraiser. Please complete and submit to the bookkeeper's office no later than 12:45PM on the Monday that falls two weeks prior to activity/fundraiser taking place. You must submit a Civic Permit Request if you are wanting to reserve a space for your activity. If not reserving a space, write N/A (leave no spaces blank).

Name of Activity/Fundraiser  
(ex: Trunk or Treat)

Requesting Club/Organization  
(ex: AFJROTC/AVID)

Requested Date of Activity  
(ex: 05/24/25 or May 24, 2025)

Place of Activity/WHS Facility  
(ex: Back Field/Pool Deck)

Time(s) of Event  
(ex: 4:00PM - 8:00PM)  
\*Include Setup and Cleanup in Time of the Event

Civic Permit # (If Applicable)  
(Please Visit: <https://tinyurl.com/civicpermits>)  
\*Complete prior to submitting this form - if applicable.  
**SHOULD BE COMPLETED BY THE CLUB ADVISOR**



Club/Organization Advisor Signature

PO for Custodial (if necessary)  
(Budget \$150 for a 2-hour event)

Cash Box Required (Yes or No)

**FORMS TO BE COMPLETED BY STUDENT LEADER/ADVISOR & VERIFIED BY LEADERSHIP & BOOKKEEPER**

Required forms listed below must be attached (if applicable) and fully completed. If required forms are not attached or are incomplete, this will be placed in the advisor's mailbox for completion.

- Minutes with Attendance attached to request (MANDATORY for all requests. Use the template)
- Purchase Order Form Attached (Complete ONLY if spending Money. Money can't be spent until approved)
- Fundraiser Request/Revenue Potential Form Attached (Complete IF spending OR raising money)
- Cash Box Request form attached if necessary



If NOT Approved, Explain Why: \_\_\_\_\_

ASB Advisor Signature: \_\_\_\_\_

1775 W. Lowell Ave., Tracy, CA 95376 | Activities Director: [abehnam@tusd.net](mailto:abehnam@tusd.net) (Scott Behnam)  
Bookkeeper: [lborges@tusd.net](mailto:lborges@tusd.net) (Lori Borges) | Site Business Manager: [fperez@tusd.net](mailto:fperez@tusd.net) (Flor Perez)