

NORTH MONTEREY COUNTY HIGH SCHOOL

Donation to ASB/an ASB Club

This form needs to be completed by anyone who chooses to make a donation to North Monterey County High School's ASB, or any club within the ASB. Have a representative of the donating agency complete and sign the form please.

Club/Organization: _____ Advisor: _____

Fiscal Year: _____ Date Form Completed: _____

Name of Donor: _____

Address: _____

Contact Phone Number : _____

Description of Donation (if cash or check, record the exact amount and mark the appropriate line. If donation is an item give a specific description including serial numbers if on item and mark appropriate line below):

_____ cash _____ check _____ physical item

Exact Purpose of the Donation: If the donation is for a club or organization that is part of the school's ASB, indicate the name of the club or organization, the specific purpose for the donation (how you want the funds used) and give the check or cash to the ASB Accountant to deposit. Please retain a copy of this form for your donation records.

I understand that all donations to non-profit organizations are tax deductible and non-refundable.

Donation Given By (signature) _____ Date: _____

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APPROVAL

FOR ASB USE ONLY:

Date Received: _____

Approved: Yes No Date: _____ (must be in ASB meeting minutes)

If rejected, reason: _____

Verified by ASB Accountant: _____ Date: _____

Faculty Advisor: _____ Date: _____

Commissioner of Clubs and Fundraising: _____ Date: _____

ASB Treasurer: _____ Date: _____

ASB President: _____ Date: _____

Activities Director: _____ Date: _____

School Administrator: _____ Date: _____

Athletic Director (if a sport): _____ Date: _____

***Date Activities Director emailed approval to Club Advisor and initial: _____