

The money in the ASB club, class or team accounts is the result of student fundraising and/or donations. This money belongs to the students, so the students in the group have to decide how the money gets spent.

Each club or class groups must have:

- A purpose
- Regular meetings and approved meeting minutes (form available on ASB website)
- A constitution that outlines policies and rules (clubs only)
- An approved budget
- All expenditures approved in advance by club or group members and recorded in minutes

No club may submit receipts for reimbursement or place orders unless they have the money in their account to cover the request.

New Clubs

If you would like to form a new club please complete the Charter Club Application. Once your application is approved, please complete a club constitution and bylaws and submit to ASB.

Loan Requests

If you would like to request a loan from ASB please complete a Loan Request Form. The Loan Request Form is used in order to request funds from ASB that you will be paying back within three months. This is typically needed to start a fundraiser and/or a new club. Our goal is to provide financial assistance to student groups that demonstrate a need and that will use the funds for purposes that have the potential of benefitting the entire student body. When making your request, please keep in mind that Fort Bragg High School ASB has an annual operating budget of approx. \$5,000.

Funds Request

If you would like to request funds from ASB please complete a Funds Request Form. The Funds Request Form is used in order to request funds from ASB that you will NOT be paying back. Your request must demonstrate a need that will use the funds for purposes that have the potential of benefitting the entire student body. Other considerations include the number of students impacted and the quality of impact on students. When making your request, please keep in mind that Fort Bragg High School ASB has an annual operating budget of approx. \$5,000. Please note that ASB will not approve large requests that do not benefit a large amount of the student body.

Senior Class

All expenditures for the graduating class have to be submitted to the Front Office by the last day of school. All outstanding bills must be paid in full by the Friday following graduation. At that time any money remaining in the class account will be transferred into the general ASB account.

Inactive Clubs

Any club without transactions for two consecutive years will be considered inactive. Any remaining money will be transferred into the general ASB account.