

2026-27 Auburn Riverside ASB Request Form

Use this form to begin planning an event, fundraiser/fee collection, drive or to approve expenditures.



EVENT TYPE

☐ Fundraiser/Club Fee Collection ☐ Charitable Fundraiser ☐ Charitable Drive ☐ Event/Activity ☐ Expense

ASB Group Name

ASB Account Code

Student Contact Name & Position

Advisor Contact Name

Proposed Activity: (minutes) Description, name/price of any sale items (ie T-Shirt: \$15) ☐ Cash Box Requested

Intended Use of Proceeds:

Proposed Date(s)/Time

Facility Use Form Submitted?

☐ Yes ☐ No ☐ N/A

Added to Activities / Athletics Calendar?

☐ Yes ☐ No ☐ N/A

Estimated Revenue

\$

Estimated Expenses (**List below**)

\$

Estimated Profit

\$

ESTIMATED EXPENSES: DETAILED LIST

Vendors to be used:	Items to be purchased:	Purchase Type: (PO, PCard)	Estimated Expense:

Club/Athletic Representative Names & Signatures

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Advisor/Coach Signature

Date of request

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ASB Exec Board Signatures ONLY (request must be approved by all signatories **BEFORE** event can take place)

1 ASB Exec Officer (Student)	2 Activity Coordinator	3 Bookkeeper (Fundraisers /Expenditures ONLY)
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