



Chavez Collegiate High School

Associated Student Body

ACTIVITY REQUEST FORM



The ASB Executive Council must approve all activities of all clubs, classes, and organizations within the ASB in advance. To obtain approval for an activity, you must do the following:

Activity Request Steps:

1. **Verify Availability:** Contact ASB to check date availability. Dates are assigned on a first-come, first-served basis and are not reserved until fully approved.
2. **Fill Out Form:** Complete all fields on the ASB Activity Request Form.
3. **Submit On Time:** Hand in the form to the ASB Office at least a day before the ASB Executive Meeting on Tuesdays.

Current Date: _____ ☐ Special Activity

Club/Class/Organization Name: _____

Dates/Times requested for activity: _____

Activity Location: _____

Description of Activity: _____

of students participating in the activity: _____

- **Senior Activities** -- must attach with this form, requisition to use club funds, club meeting minutes, and facility use request.
- **Club/Sports Activities** – must attach with this form, requisition for end of year banquets, club meeting minutes, facility request

Club President Signature

Date

Advisor Signature

Date

Activity Approval Guidelines:

Requests for activities must be submitted at least three weeks prior to the proposed event date. Additionally, all activities and purchase requisitions require official approval from the ASB Executive Council before any supplies may be purchased. Reimbursements or approvals will not be granted for items purchased prior to council authorization.

ASB OFFICE USE ONLY

Approved/Denied Date: _____ Date(s) Assigned: _____

Reason for Denial: _____
(If applicable)

Admin.: _____ Activities Director: _____ ASB Rep.: _____