

SEATTLE PUBLIC SCHOOLS

ASB Activity Approval and Reconciliation Form

Section: For ASB Council Use Only

- Check off box for easy identification

Section A: Student Group – Completed by the student group seeking ASB Council’s approval

- Is the activity a fundraiser? If yes,
Sections C & D are required AFTER receiving ASB Council approval and BEFORE the event begins
- School or Program Name – name of program or school
- Group Name – club name, class designation
- Cost Center Number – assigned ASB cost center
- Proposed Fundraising Activity – clearly describe proposed event
- Intended Use of Profit – briefly explain how the proceeds will be used
- Estimated Revenue, Expenses and Profit – provide anticipated amounts to be generated from the event
- Co-sponsorship – if the event will be co-sponsored with the official parent organization, indicate yes or no
 - If yes, attach a copy of the written agreement between the two parties
- Proposed Starting and Ending Dates – anticipated dates the fundraiser will begin and end
- Group signatures and approvals
 - Indicate date the proposal received group approval
 - Form is signed by a student representative of the group, preferably the President, Secretary or Treasurer
 - Form is signed by the group’s adult advisor (i.e., Advisor, Coach)
 - Submit group approved proposal to ASB Council

Section B: ASB Council – Completed by the ASB Student Council

- Provide the meeting date the ASB Council first receives the activity proposal
- Provide the meeting date the ASB Council acted upon the proposed activity (i.e., approved or denied)
- Indicate whether a quorum was present at the meeting
- ASB Council’s signatures and approvals – printed name and signature required for each
 - ASB Council Representative
 - ASB Activities Coordinator
 - Principal

Section C & D: Sales & Profit Analysis – completed if the activity is a fundraiser

- Before the activity begins –
 - Student group and advisor complete the “proposed” columns of both sections
- After the activity ends –
 - Student group and advisor complete the “actual, variance and %” columns of both sections
- Both student and advisor completing sections C and D sign as preparers activity ends –
 - Both student and advisor completing sections C and D sign as preparers

Section E: Deposit Confirmation – completed if the activity is a fundraiser

- Fiscal Specialist confirms proceeds from the fundraising activity were deposited into the District’s ASB Fund

The completed document is filed with the Fiscal Specialist’s financial records.

Tips –

- Student group making the proposal documents the discussion and approval of the activity in its meeting minutes
- The proposed fundraising activity should be presented to the ASB Council at least 2 full weeks before the anticipated start date of the activity (each ASB Council may defined its own time period for presentation and approval).
- A representative of the student group proposing the fundraiser should be present at the ASB Council meeting to respond to questions that may arise concerning the proposal