**REQUEST FOR ASB CLUB FUNDING FORM 2014-2015**

**FILL THIS FORM OUT COMPLETELY!**

**(See funding criteria listed on the last page of this packet.)**

**YOU MUST ATTACH A CURRENT CLUB ROSTER (WITH COMPLETE NAMES AND GRADES OF MEMBERS, AS THEY APPEAR IN INFINITE CAMPUS).**

**Please turn this directly to Ms. Frausto at lunch on Friday, January 9th ONLY by 12:30 pm. Only a limited number of applications will be accepted, so please be timely when submitting your application. Make a copy to retain for your records. Clubs can only submit one Club Funding application per school year. Please plan to present your club’s request to the student council on Tuesday and Wednesday January 13th/14th, during 7th period (2:20 PM), in the leadership room, A114. Groups will be notified of results by January 22nd.**

**CLUB/ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Balance in Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(In order to obtain your club’s exact account balance, please see Mrs. Daffern in the ASB office, between 7:30 AM – 7:45 AM.)**

**Provide a description of how your club encourages ASB card sales among your members:**

**Provide a description of how your club enhances and serves the community of Homestead High School:**

**Any outstanding bills?**

**Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_**

**Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_**

**Reason for requesting funds** – Explain in detail how these funds will be used, be as specific as possible… list names of events, number of students to attend, cost per student, items to be purchased, etc. Attach another sheet if necessary.

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| **Projected Expenses** | **Date Needed** | **Total Cost** |
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**Total Amount of Funds Requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This does not have to match your total amount of expenses; this amount is simply what you predict you will need in addition to your own fundraisers.

**Projected Income and/or Ideas for Fundraisers** – Please be as specific as possible; include what type of fundraiser, who will be involved, when will it take place, what your costs will be, what your projected income will be, etc. Attach another sheet if necessary.

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| **Projected Fundraiser** | **Date** | **Approved?** | **Projected overhead cost** | **Projected net profits** |
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**Total projected funds to be generated through fundraisers**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dues – How much are optional dues for each club member?**

**$\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (semester/year)**

**Total club members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total funds to be raised via dues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total income from 2014-15 school year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total expenditures in 2014-15 school year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President Signature: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASB FUNDING CRITERIA**

Hello all! **Please** encourage your club members to buy ASB cards! The more ASB cards sold, the more money we can provide for your club. Please read the following funding criteria, and then fill out the attached budget request form as accurately as possible. Return the form to the box on Ms. Frausto’s office door by 9:00 AM **1/9/15**. Please plan to present your proposal to student council on **1/13/15-1/14/15**, during 7th period, in the leadership room, A114.

Thank you for your participation in Homestead activities!

Your ASB Treasurer,

Susan Sun

Email: susan.sun1997@gmail.com

**ASB FUNDING CRITERIA**:

**(A) ENCOURAGE ASB CARD SALES** = 51% of your club **MUST** be ASB cardholders. **In order to show this, please turn in a club roster.** Additional bonuses will be awarded based on the level of ASB card-holders among your members. **In addition, discuss how you will encourage sales throughout your club.** The more ASB cardholders in your club, the more funding your club may receive!

**(B) TURN IN CLUB SUMMARIES** = Club summaries inform ASB that your club is accurately using the amount of money requested on the budget request form. Summaries should be submitted semi-annually to ASB Vice President Isabel Ling at the Executive Council meeting. Please submit the summaries on time.

**(C) SERVE THE COMMUNITY** = Make sure your club is being productive. Your club should provide some way in which the members can either serve the school or serve the greater community (i.e. school/community service projects, fundraisers, events, etc.). Those clubs that stress the representation of Homestead through these types of events are more apt to receive the full amount of requested funds.

**(D) EXPLAIN YOUR CLUB’S FUNDING NEEDS** = Explain why you need these funds and why your fundraising efforts are not sufficient to sustain your club.

**(E) DUES** = Your club should request dues from club members, however it is your choice how much money you ask each participant to give. We suggest $3-5 per semester. Please turn in the money to Mrs. Daffern’s office the same day dues are collected. *Keep in mind that you may not prevent a student from joining your club if they are unable to pay dues.*

**(F) BE COURTEOUS** = If you know you have a large sum of money in your account, or if your club can easily support itself, please be reasonable and courteous with your requests.

**(G) SHOW PRIDE** = Plan events to boost school spirit and incorporate more of the student body!