



Silverado High School
14048 Cobalt Road, Victorville, CA 92395
(760) 955-3353
www.shs.vvuhd.org

ASB ACCOUNT ACTIVATION FORM 2015 – 2016

Date: _____

Club(s) _____

Advisor _____

I acknowledge that I am responsible for the following FCMAT and District procedures. If procedure is not followed, the club account and activities will be frozen and additional consequences may follow.

- All orders, purchases, and fundraisers must be **pre-approved** by:
 1. Submitting PO Request and/or Fundraiser Request form to ASB Bookkeeper
 2. ASB Executive Council minutes of approval
- Students who choose not to fundraise cannot be excluded from athletics and/or club activities.
- Merchandise must be shipped to school site. No home addresses.
- All transactions must be receipted.
- Receipts and/or invoices for reimbursement or payment may not reflect personal purchases. No receipts = no reimbursements.
- No shop/class fees permitted. Student may purchase take home projects for cost of supplies through ASB Bookkeeping office. Project supply form must be submitted with payment.
- No participation fees for athletics, band, cheer, drama, team/club uniforms, spirit packs.
- PE Uniforms cannot be mandated. Voluntary purchases are allowed.
- Donations to athletic teams/clubs must be deposited in club account and used equitably among members.
- Banquets/Team Meals/Food: Students signed attendance sheet must accompany invoice for payment.

Print Name

Signature