

# Procedure and Requirements for Event and Fundraising Request Forms (ERFs)

\*Event and fundraising request forms are to be filled out and submitted for any type of activity affiliated with ASB, or club organizations. Examples of events that need to have an ERF: on campus + off campus fundraisers, club fair, spirit weeks, Homecoming, Juniors vs. Seniors, etc\*

## Procedure and Requirements:

- All Event and Fundraising Request forms must be submitted and filled out with all required information **3 Weeks** prior to the event.
- The ERF must be submitted to ASB by the latest, every Wednesday before our general weekly meetings on Thursday.
- TWO copies of the completed ERF must be submitted to the ASB: **1 Digital, 1 Physical copy.**
  - The digital copy must be emailed and granted viewing access to the ASB Email, [asbscpasd@gmail.com](mailto:asbscpasd@gmail.com)
  - The physical copy must be turned into the ASB room. There is a turn-in basket under the pin board with stars to drop off all paperwork!
- In addition, you must have **YOUR ADVISOR** fill out and submit the [Calendar Request Form](#) (linked here, but your teacher/advisor should also know where to find it!), to reserve a date in the Master Calendar (found at [sdscpa.org](http://sdscpa.org)). By filling out this form, you can find out
  - 1. If the requested date is available, or not
  - 2. If all event logistics are approved by administration/SDUSD.
  - 3. The alterations that must be made, if any.
- After the ASB Thursday weekly meeting, you will be notified if your ERF has been approved.

Links to the ERFs and Calendar Request Form may be found on the ASB website, or the Clubs and Organizations website.

Happy Event Planning and Fundraising!