

Where to find ASB student body requisition, how to submit for PO or/check request

*****Must be submitted and approved by ASB PRIOR to any spending of money**

Student Body Requisition Form

- Requisition forms can be found on the school website
 - Go to student activities tab
 - Go to the ASB tab
 - Click ASB requisition form tab

OR outside Larson's room (D124)

- Paperwork must be turned into Larson's room (D124) or emailed to blarson@natomasunified.org no later than Monday night at 8:00 pm

*** ASB meetings will take place every Tuesday morning at 7:30 AM in D124

Where to find ASB weekly meeting notes (to see if your req was approved)

- ASB weekly meeting notes can be found on the school website

21/22 ASB meeting notes

- Go to student activities tab
- ASB tab
- Click meeting notes
- If your req was approved, you can move forward with purchase. Please bring receipt to our Bookkeeper office located in A wing across from student store

Where to find a fundraiser request form and how to submit

*****Must be submitted and approved by ASB PRIOR to any fundraising**

- Fundraiser request forms can be found on the school website:

ASB fundraiser request form

- Go to student activities tab
- Go to Fundraiser request form
- Click Fundraiser request form tab

OR Outside Larson's room (D124)

- Paperwork must be turned into Larson's room (D124) or emailed to blarson@natomasunified.org no later than Monday night at 8:00 pm

Where to find an activity request form and where to submit

*****Must be submitted and approved by ASB PRIOR to any activity**

- Activity request forms can be found on the school website

ASB Activity request

- Go to student activities tab
- Go to Activity request form
- Click Activity request form tab
- OR** outside Larson's room (D124)
- Paperwork must be turned into Larson's room (D124) or emailed to blarson@natomasunified.org no later than Monday night at 8:00 pm

How to submit an announcement:

- Complete google form
- <https://docs.google.com/forms/d/e/1FAIpQLSezm5AZ7KCkhIFyc4mYZWz1Zmpwy5ulrMDnVWvr8HnGikQcdg/viewform>
- OR (see below)
 - Go to student activities page of school website
 - Click on submit announcement

Where to find a cash box request form and how to submit

- Cash box request form can be found on the school website
 -  ASB Cash Box
 - Go to student activities tab
 - Go to ASB page
 - Click cash box request form tab
 - OR** they can be found in bookkeepers office
- **Paperwork must be turned into a bookkeeper 3 days prior to needing a cash box.**

Where to find activities schedule

- Activity schedule can be found on the school website
 -  Fall Activities 2021
 - Go to student activities tab
 - Student activities homepage
 - Click Fall/Spring activities

ACKNOWLEDGEMENT PAGE

Please read the content of the ASB/Sports and club protocols, sign the acknowledgement below, make a copy for yourself and submit one copy to the ASB Activities Director at Blarson11@natomasunified.org.

By signing this page:

- ✓ I agree to abide by the directions and rules set forth in the ASB/Sports and Club protocols
- ✓ I understand that if I don't abide by the rules set forth for ASB Procedures, I may not be permitted to continue as designated coach or club advisor.

Sport or Club Name _____

Coach or Club Advisor Name _____

Coach or Club Advisor Signature _____

President Name (club only) _____

President Signature (club only) _____

Date _____