

Club Approval Process Form for Apparel Purchase

Club Name _____ Vendor _____ Sale Price \$ _____

All clubs and organizations must go through an approval process in order to purchase apparel of any kind. Checks will not be given to any club or organization if the process is not followed. If orders are made without going through the approval process, the individuals in the organization will be personally responsible for the financial cost. In addition to this, student leaders who do not follow this process will be faced with administrative action. The approval process is in place to ensure your club/organization is protected. If any steps below are not approved, then you may not proceed with the sale. Communication is the key to a successful sale of club apparel. **Please make sure you are communicating with your advisor, the administration and the bookstore!**

Starting Sale Date: _____ Ending Sale Date: _____

Advisor: _____ President of Club: _____

Contact Person (Name and id#) _____

STEP 1: Apparel design - submit to **Advisor in charge of Club/Organization**.

YES - Apparel design is approved. Please ATTACH A COPY OF THE DESIGN with this form and advisor's signature.

Advisor's Signature _____

STEP 2: Apparel design - submit to **Assistant Principal** in charge of activities. (Rhinehart).

YES - Apparel design is approved.

Administrator's Signature _____

STEP 3: Obtain **Disbursement Request/ Pre-Approval form from the Bookstore**.

STEP 4: Obtain a **quote from the vendor**, submit to advisor and attach to Disbursement Request form.

YES - Advisor has approved quote.

Advisor's Signature _____

STEP 5: Bring all paperwork to the bookstore to be submitted to ASB for approval.

- Apparel Design
- Disbursement Request
- Quote from vendor

STEP 6: At the end of your sales period, EITHER the bookstore will generate a list of total sales with names, ID# and sizes,

OR the advisor will provide a list of this information to the bookstore with deposit.

STEP 7: Please make clear who is responsible for placing the order with the vendor and circle below.

BOOKSTORE or CLUB to submit order to vendor.

STEP 8: Order submitted to vendor by _____ on date _____.

Please note: It is expected that all clubs on campus will have submitted their apparel orders before winter break, allowing club members to promote their club for the majority of the school year. Any exceptions to this will need to be approved by the administrator in charge of activities, and will be noted on the club records.