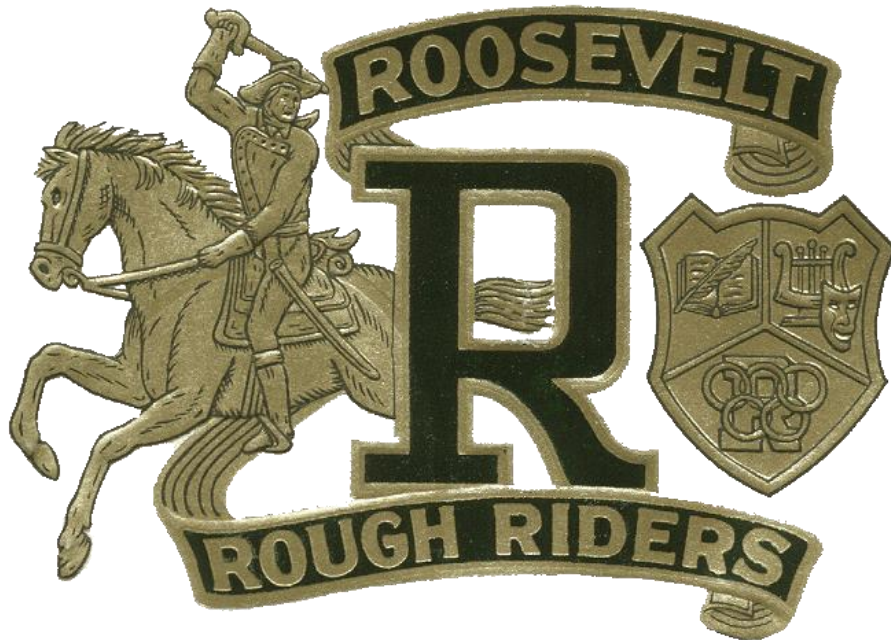


Fresno Unified School District
Roosevelt High School
Home of the Rough Riders



**Associated Student Body
Club & Organization
Handbook**

2014-2015

Campus Culture Director: Néstor R. Cerda
EAH: Room 111 (559) 253-531

Greetings Club/Organization/Class Sponsor!

You play an important part in the activities and morale of Roosevelt High School. Thank you for taking the time to provide our students here at RHS with a great and memorable stay! Your commitment to them means a lot and it truly is helping our campus culture become stronger and more spirited. We are already in September and before you know it graduation will be just around the corner.

I have spent the last couple of weeks updating our Club/Organization Activities Handbook. In order to facilitate your dedication and hard work, here are just a few tips and FYI's that you might find important!

PLEASE make sure to...

- ✓ Look up your section in the handbook. It has the description of your duties.
- ✓ Sign all forms (check requests, deposit slips, minutes, and bulletin notices).
- ✓ Secure permission slips for off-campus activities. This information must be submitted to the Activities Office (EAH: Room 111) in order to secure it on the Master Calendar. All trips must be cleared through one of our Vice Principals or Principal.
- ✓ If you are planning an event that requires security, supervision, police, custodians, fire protection or transportation, it must be cleared through a Vice Principal.
- ✓ Any event or activity that your club decides to sponsor **MUST** be cleared through the Activities Office (EAH: Room 111).

...& to keep things a little more organized please make sure to also...

- ✓ Maintain communication with me through "Outlook" (preferably) or X- 35313.
- ✓ Provide me with at least a week in advance e-mail notice if you need signs or banners made for your club/organization (please include the information that you want your sign to read).
- ✓ Run any flyers, posters, or signs through me for approval before you pass them out or post them. We will begin to stamp these and sign them off in EAH: Room 111.
- ✓ Keep good communication with your club rep. & have him/her attend the mandatory monthly ASB Inter Club Council meetings that our Club Commissioner, Clarisa Vázquez and ASB Vice-President, Ángela Venegas, will host. I will provide you with those dates ASAP!

Thank you for everything that you do!!! Please don't hesitate to contact me if you have any questions or concerns.

With Green & Gold Spirit,

Néstor R. Cerda
RHS Campus Culture Director

Table of Contents

Section I: Student Body Finances

- Student Body Financial Procedures 1 - 2
-Student Body Finance Forms & Guidelines are found in the Appendix.

Section II: Student Body Clubs/Organizations

- Organizing a new Club2
- Class Sponsor Duties3
- Club Sponsor Duties3
- Associated Student Body Senate Members4
- List of Approved Clubs5
- Club Charter & Forms6 - 10
- Sample Documents11- 13

Section III: Fund Raising

- Basic Fund Raising Procedures14
- Fundraiser Time Frame14
- Things to Remember!14
- Fund Raising FormsAppendices

Student Body Financial Procedures

The Fresno Unified School District and the Education Code authorizes the Student Body Fund at the site level to handle all tax exempt fund raising activities on behalf of the students. No other accounts are legally authorized. To those of you who plan on fund raising activities, (sponsors of clubs, classes, or coaches) the following information is provided.

DEPOSIT OF FUNDS

- **ALL** money allocated for **ANY** fundraiser, event, or donation **MUST** be turned in to the Student Body Financial Office and deposited into a designated account on a regular basis. Money (cash/money orders/cashier's checks) collected for fundraisers may not be used to purchase more goods.
- All deposits, whether donations or money from a sale must be accompanied by a Cash Count Deposit Form (see appendix). Funds will not be accepted without this form. Checks must be made out to Roosevelt High School!
- Donations must be accompanied by a Donation to ASB Form (see appendix). A Gift Proposal Request must be accompanied by a receipt for the amount of the donation, whether monetary or in the form of goods to sell.
- All currency must be facing the same direction. All coin must be wrapped in coin wrappers. Loose coin will only be accepted at the end of your fundraiser. Coin wrappers are available in the Financial Office.
- A receipt will be given to the sponsor of the club.

REQUEST FOR FUNDS

Requesting funds from a particular account are possible in a variety of options:

- *ASB Purchase Request Approval Form* – (See appendix) This may be used to request payment on an invoice which was incurred by way of P.O. or if a club Sponsor will be making an expenditure and would like reimbursement. In either case, paperwork should accompany the request, in the form of invoice, original store receipt, etc., unless other arrangements have been made in advance.
- *Request for Cash Box* – (Only: RSA, Athletics, & ASB: upon approval of Cerda or Paniagua) If the need arises, cash/change for a specific sales event may be requested by filling out the "Request for Cash Box" (see appendix). This should be submitted at least 24 hours prior to the event. The amount requested should be returned immediately after the sale along with the profit. All clubs should own their own cash box.

- *Request for Transfer of Funds* – This is a transaction that occurs on paper between two activity accounts. For example, the Student Activities purchases soda from the Student Store for an event and would like the payment transferred from account to account without actual money changing hands. Both activity sponsors must agree to the transfer before it may take place. Arrange the transfer with the Financial Technician.

Note: Locked moneybags and cash boxes are available on loan from the Financial Office upon your request.



Student Body Clubs & Organizations

If (1) it can be demonstrated that the need exists for a new club, (2) enough students express sincere interest in inaugurating and maintaining it, (3) faculty sponsorship can be secured, and (4) certain formal requirements are met, it is possible to organize a new club within the student body framework. **THIS DOES NOT APPLY TO CLASSROOMS** (It is against the law and appropriate actions will be taken).

Two organizational steps are necessary:

1. A petition must be presented to the Student Senate. The petition must state specifically the purpose, names, dues and membership requirements of the club. The petition must be subscribed to by at least fifteen members of the Associate Students at Roosevelt High School. The signers of the petition should include a fair proportion of sophomores and juniors in order to assure the continuance of the club from year to year.
2. After approval of the petition by the Student Senate (a representative of the organization must appear at the Student Senate meeting), the organizers must write a club constitution and file it along with the petition with the Activities Director.

Pages 6-13 are documents and samples needed to organize your club and write the constitution. You may use these forms or obtain a set from the Financial Office.

Class Sponsor Duties

Each Class (Senior, Junior, Sophomore, Freshman) has a sponsor to coordinate class activities. Following is a list of their duties.

General Duties for all Sponsors:

1. Help chaperone all class sponsored activities
2. Organize & supervise your class fund raising events
3. Sponsor a noontime activity during Homecoming
4. Sponsor a booth during Mardi Gras
5. Attend Student Council (ASB) meetings (when possible)
6. Advise your Class Officers
7. Chair and lead your class meetings
8. Arrange for a Homecoming float, activity, skit, or choreography
9. Elect new officers in May for the following year (except Senior Sponsor)

Freshman Class Sponsor Duties

1. Arrange for elections of officers in Sept.
2. Sponsor the Valentine's Dance in Feb.
3. Help Supervise Homecoming Events

Sophomore Class Sponsor Duties

1. Sponsor the Winter Formal
2. Help Supervise Homecoming Events

Junior Class Sponsor Duties

1. Sponsor the Jr./Sr. Prom in May
2. Help Supervise Homecoming Events

Senior Class Sponsor Duties

1. Help in organization of Graduation
2. Help in organization of Senior Farewell
3. Arrange Grad Nite
4. Select Senior Plaque and Class Gift(s)
5. Select Senior Announcements
6. Order Senior T-shirts & Sweatshirts
7. Help in organization of the Senior Brunch
8. Provide Monthly Event Information
9. Help Supervise Homecoming Events

Club Sponsor Duties

Each Associated Student Body Club must have a sponsor who is a member of the Roosevelt High School Staff. Below is a list of their duties:

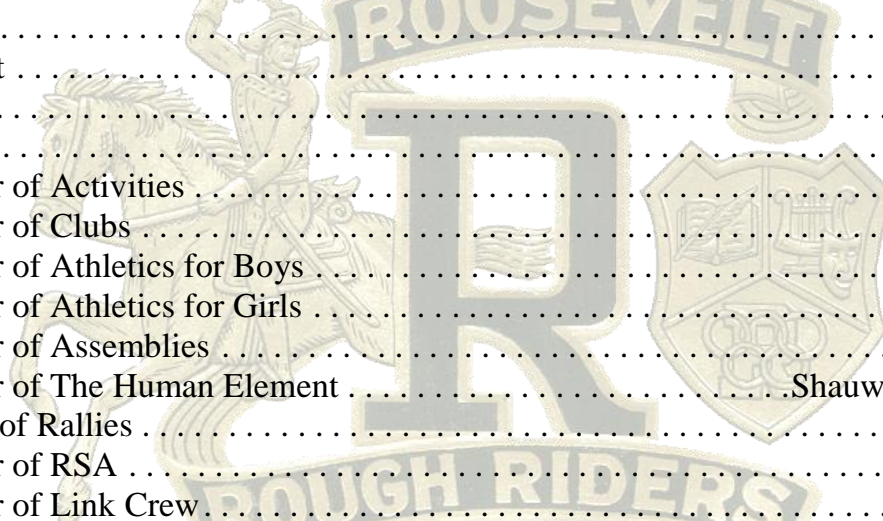
1. Sponsors will attend all formal meetings and activities of their group unless a reliable substitute is found.
2. Sponsors should ensure that the club devote a part of their program or formulate a project that would benefit Roosevelt High School.
3. Sponsors will provide leadership in keeping the Activities office informed and ensure that the following is turned in to the Activities Director:
 - Club Constitution
 - Club/Organization Charter form
 - List of Club Officers
 - List of active members
 - Appropriate fundraising forms (filled out) the day before an ASB meeting
 - Early notice if signs need to be made
 - Club Sobriety Contract
4. Sponsors will clear all bus requests and field trip requests through the Assistant Principal.
5. Sponsors must provide bulletin information to the secretary in the main office by 11:00 AM the day before at the latest.

2014-2015 Class Sponsors

Senior Class Sponsor – Néstor R. Cerda
 Junior Class Sponsor – Yvette Vásquez
 Sophomore Class Sponsor – Gretchen Saldaña
 Freshman Class Sponsor – Óscar Barragán

2014-2015 Student Senate Members

For the Roosevelt High School Associated Student Body



President Raquel Romo
 Vice President Ángela Venegas
 Treasurer Adriana Mendoza
 Secretary Adelina De Alba
 Commissioner of Activities Roxanna Ortiz
 Commissioner of Clubs Adriana Pantoja
 Commissioner of Athletics for Boys Jesse Rodríguez
 Commissioner of Athletics for Girls Vanessa Arce
 Commissioner of Assemblies Atrahy Ruiz
 Commissioner of The Human Element Shauwnique Wylie-Cross
 Commissioner of Rallies Ángel Maldonado
 Commissioner of RSA Jénifer Galicia
 Commissioner of Link Crew Anabel Quintero

For the Roosevelt High School Class Officers

Class	President	Vice President	Secretary	Treasurer	School Site Council Rep.
2015	Cindy Arechiga	Saúl Pacheco	Kelsey Hershey	Valeria Mora	Wendy Vásquez
2016	Georgiana Rodríguez	Saraí Ventura	Salvador Flamenco	Sherry García	Ruby Olea
2017	Alexis Luján	Alondra Velasco	José Huerta	VACANT	Mariah Duarte
2018	Hnub Lee	Samantha Aldana	Susana Baltazar	Priscilla Quintero	Ashley Yang

Approved Clubs & Organizations

CLUBS	SPONSORS
Anime Club	Debbie Roberts
AVID	Nathan Boldt
Bass Fishing Club	Mike Spencer
Californians for Justice	Daniel Jeung
CSF	Sophia Norman & Kim Clarke
Class of 2015	Néstor R. Cerda
Class of 2016	Yvette Vásquez
Class of 2017	G. Saldaña & N. Cerda
Class of 2018	O. Barragán & N. Cerda
Creative Writing Club	Nicole Valentine
Daisy Chain & Ushers	Néstor R. Cerda
Ecology Club	Valerie Silva
Ex-Libri	Jesica Jones
Fellowship of Cristian Athletes	Matt Brown & Rochelle Flores
FHA-HERO	Michelle Stetsko
Gay Straight Alliance	Diana Alford
Guitar/Songwriter’s Club	Richard Woods
Health Academy	Becky Pfeiffer
Hmong Club	Mayia Yang
Hmong Dance Club	Vungping Yang
Business Academy	Becky Pfeiffer
Link Crew	Néstor R. Cerda
Mixed Martial Arts	Craig Cleveland
Scrapbooking Club	Lisa Bundy
Senior Legends	Y. Vásquez & S. Norman
Set Apart	Steve Altschuler
Talented Ten	Jamillah Finley
Young Hmong Scholars	Paj Ia Thao-Treviño

ORGANIZATIONS	SPONSORS
ASB	Néstor R. Cerda
AVID 12 th	
AVID 11 th	
AVID 10 th	
AVID 9 th	
Boys’ Baseball V	
Boys’ Baseball JV	
Boys’ Basketball	
Boys’ Soccer	Joey Muñoz
Boys’ Volleyball	Jeff Haas
Color Guard	Taylor Ledak
Cross Country	
Girls’ Golf	Mike Spencer
Girls’ Softball	Rochelle Flores
Girls’ Volleyball	Jeff Haas
Business 12 th	
Business 11 th	
Business 10 th	
Lacrosse	Steve Altschuler
Los Danzantes	Mark Alatorre
Pep & Cheer	Saima Trillo-Núñez
Rough Rider Band	Taylor Ledak
Rough Rider Color Guard	Taylor Ledak
T.A.P.	Saima Trillo-Núñez
Theater	Kathy Koch
Varsity Cheer	Saima Trillo-Núñez
Virtual Enterprise	Linda J. Voth
Water Polo	Ashley Obeso
	Clubs that turned in their
	Paperwork
	As of 08/2014

ASB Club/Organization Charter

I, _____ request that _____
Name of Student Representative Name of Club/Organization
be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future.

1. All school-affiliated clubs shall have **open membership** to RHS students.
2. A school sponsor **will be in attendance** at all club/organization functions.
3. The primary objectives of school-affiliated clubs are either **educational or service oriented**. One service project **must** take place per year. Clubs whose major purpose is social **will not** be recognized.
4. Club approval **must** be renewed annually.
5. **No initiations** of any kind are permissible under state law.
6. All school-affiliated clubs **must have** a written constitution on file at the ASB office.

This charter is subject to all regulations applicable to student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for a charter to be revoked.

Signature of Student Representative Date

For ASB Use Only

In accordance with the authority vested in the Student Council/Senate by the constitution of the Associated Student Body of Theodore Roosevelt High School, this charter is hereby:

_____ Approved

_____ Denied Explanation: _____

Signature of ASB President Date

Roosevelt High School ASB Club/Organization Constitution

Article I - Organization

The name of this organization will be: _____

The purpose of this organization is to: _____

We will accomplish this by: _____

Our sponsor will be: _____
(Must be an employee of Roosevelt High School)

Meetings will be held on: _____
at _____ in _____
Days Time Room

We will be affiliated with the following community organization(s):

Name of Organization: _____

Address: _____ City: _____

Contact Person: _____ Phone: _____

Article II - Membership

- All members of this club/organization must be a member of the Theodore Roosevelt High School Student Body.
- Members must meet the following Grade Point Average (GPA) and attendance requirements to qualify for membership (if applicable):

GPA: _____ Attendance: _____

Article III - Officers & Elections

Officers shall be elected by: _____

Officers must fit the following criteria (i.e., member of Senior Class, etc.):

Duties of Officers are as follows:

President: Directs meetings, represents the club

Other: _____

Vice-President: Assumes the role of president in his/her absence

Other: _____

Secretary: Records the minutes of each meeting

Other: _____

Treasurer: Collects, issues receipts and records ALL money transactions for club

Other: _____

Article IV - Financial Activities

Funds will be raised by: _____

Funds will be used for: _____

Submitted by:

Signature of Sponsor

Signature of Student Representative

Date

Date

Roosevelt High School Officer Names & Addresses for

Name of Club/Organization

PRESIDENT

Name: _____ ID Number: _____

Address: _____

City, State, Zip: _____ Phone: _____

VICE-PRESIDENT

Name: _____ ID Number: _____

Address: _____

City, State, Zip: _____ Phone: _____

SECRETARY

Name: _____ ID Number: _____

Address: _____

City, State, Zip: _____ Phone: _____

TREASURER

Name: _____ ID Number: _____

Address: _____

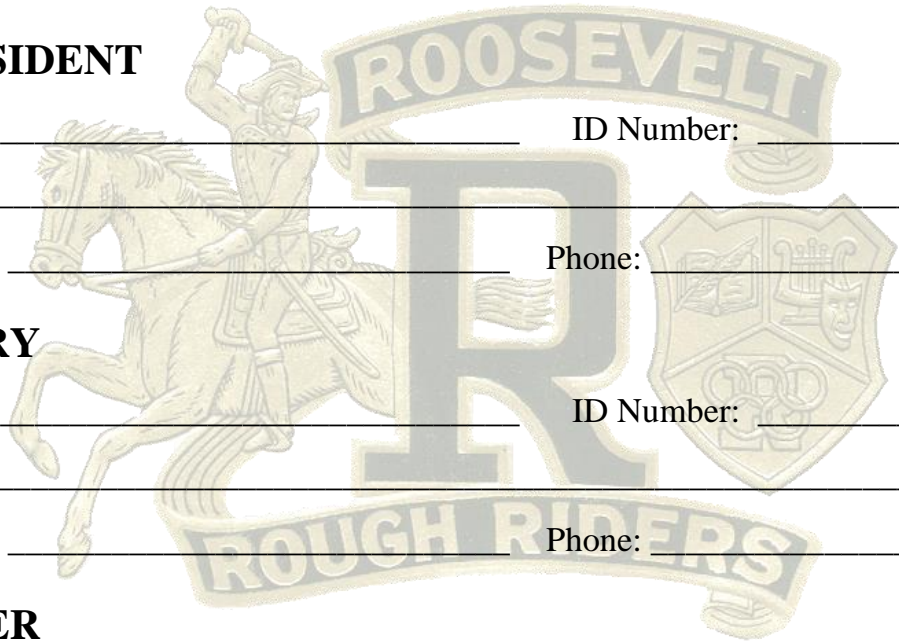
City, State, Zip: _____ Phone: _____

CERTIFICATED SPONSOR

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____



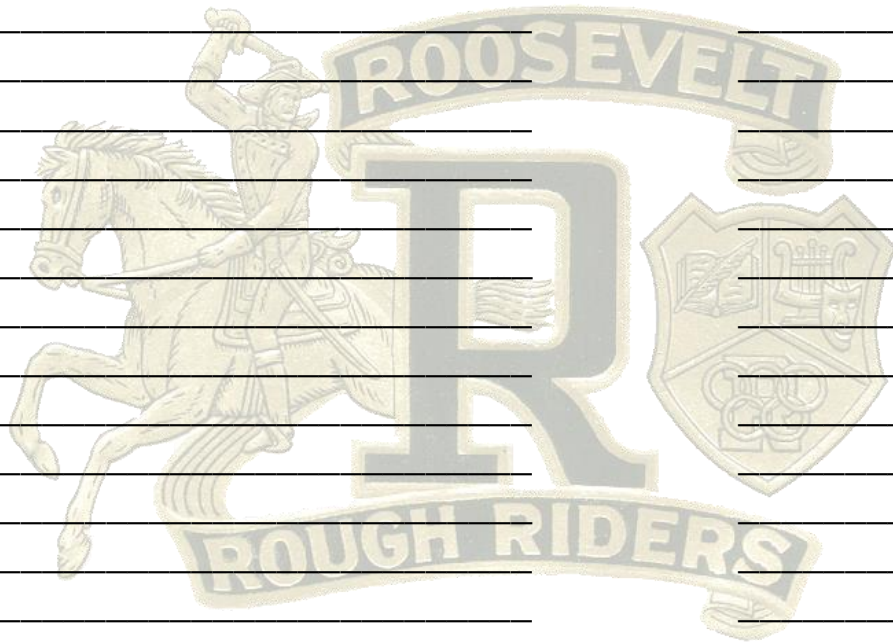
Membership Roster for

Name of Club/Organization

Name:

Student ID #:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____



Student Council Meeting Minutes

 Date, Time & Location of Meeting

1. The meeting was called to order by _____ @ _____
2. The minutes of the previous meeting held on _____
were: _____ read and approved or _____ corrected and adjusted
3. The following purchases were pre-approved (list individually or attach a copy of Purchase Order Log or Cash Disbursement Ledger).

P.O. or Check #	Vendor	Amount	Purpose

Motion Approved: _____ Disapproved: _____

Motion moved by: _____ Seconded by: _____

4. The following activities were approved (list individually or attach activity and/or Fund Raising Recap sheet).

Activity Date(s)	Club/Organization	Description

5. Communication and Reports (attach summary)
 - ASB Officers, ASB Commissioners, & Class Officers
6. Old Business (attach summary)
7. New Business (attach summary)

Attach a list of all persons present at this meeting including students, faculty, staff members and guests.

Meeting was adjourned at _____.

Signature of Secretary

Date

Roosevelt High School Club Minutes

Name of the Club

Date, Time & Location of Meeting

1. The meeting was called to order by _____ @ _____
2. The minutes of the previous meeting held on _____
were: _____ read and approved or _____ corrected and adjusted
3. The following purchases were approved (list individually & add a copy of the P.O.)

P.O. #	Vendor	Amount	Purpose

4. The following invoices were submitted for payment:

Check #	Payable to	Amount	Purpose

5. Communication and Reports of Club Officers (attach summary)
6. Old Business (attach summary)
7. New Business (attach summary)

Attach a list of all persons present at this meeting including students, faculty, staff members and guests.

Meeting was adjourned at _____.

Signature of President/V-President: _____

Date _____

Signature of Secretary: _____

Date _____

Signature of Club Sponsor: _____

Date _____

Roosevelt High School Club Constitution Outline

Preamble: The preamble consists of a brief statement of the aims and purposes of the organization

Article I: Organization

- Name of Organization
- Purpose and means of accomplishment (if preamble is omitted)
- Time, place, and frequency of meetings
- Definition of quorum

Article II: Membership Eligibility

- Must be a student body member
- States Grade Point Average (GPA) that a member must have to qualify for membership
- States attendance eligibility a member must maintain to qualify for membership
- States administration and faculty are honorary members of the ASB

Article III: Officers and Elections

- Titles and Duties of Officers
- Election of Officers
- Term of Office
- Requirements for eligibility (e.g. GPA, attendance)
- Appointment of committees

Article IV: Student Council (ASB) Representatives

- Method of selection
- Qualification for eligibility
- Term of office
- Duties

Article V: Appointment of Certificated sponsor by superintendent, principal, faculty, or student council

Article VI: Financial Activities

- Budgets
- Revenues
- Disbursements
- Statements & Reports

Article VII: Constitutional Amendments

- Method of origination
- Requirements for adoption (e.g., vote requires amendments to be approved)

Article VIII: Effective Date

Basic Fund Raising Procedures

The following list is intended as a reminder of procedures for all clubs and activity sponsors who are involved in Fund Raising.

1. The club/activity sponsor (not a student) must complete a ASB Fund-Raising Event Request for Approval Form (see appendix). This form is available in the Financial Office. Club minutes and club approval must be attached to the request.
2. After a request has been approved by the ASB cabinet and recorded on the fundraising calendar (kept in the Financial Office & EAH: Room 111) a ASB Purchase Request Approval Form may be requested (see appendix). The Purchase Request must be obtained prior to any orders being placed.
3. If merchandise is being delivered to the school, request delivery to take place between the hours of 8:00 AM and 4:00 PM. The office must be notified about the delivery. Keep in mind the holiday calendar.
4. Use the ASB Cash Count Form (see appendix) to turn in your cash: Follow the procedures on the form. Money will not be accepted without this breakdown. A receipt will be placed in the box of the club sponsor.
5. Forward all bills for merchandise to the Financial Office as soon as they are received. Attach a Purchase Request for Payment (see appendix) to the invoice/bill.
6. A Revenue portion of the Fund Raiser application must be completed at the end of your fundraiser. If this is not completed two work days after the fundraiser ends, you will be charged \$5.00 by ASB for each day that your club is late (will not exceed \$25.00). These privileges can be lost.

Fund Raising Time Limits

Fund Raisers can only last one month. Day one begins on the date that is approved by ASB. The Activities Director will notify all sponsors by e-mail, whether it was approved or if changes need to be made due to conflicting schedules or items being sold. These fund raisers require providing the Financial Office with a monthly inventory (incoming and outgoing merchandise log), daily cash deposits to match your outgoing sales, and possible audit from Fresno Unified School District personnel. To avoid this type of record-keeping, keep your fundraiser limited to one month. Failure to do so will result in termination of fundraising privileges.

Roosevelt is a Pepsi School!

RHS is under contract with Pepsi Corporation to sell only Pepsi Products. Do not sell any other brand.

Do not use Your Profit to buy Merchandise!

True profit can only be shown by complete deposits for goods sold. If you do not use an ASB Purchase Request Approval Form to obtain goods sold, you must have your own money and request reimbursement.

Choose a Unique Fund Raiser!

Check the Fundraising Calendar in the Financial Office or EAH Room 111 to find out what other fundraisers are being held during the same time frame you will be holding your own (these are e-mailed to the advisor after every ASB meeting). Choose something different. This will ensure a more successful activity.

Appendix

Important Forms

(*These Forms will be sent through e-mail)

- I. Club Information Sheet*
- II. ASB Budget Development Form*
- III. Laws Regarding Food Sales to Students*
- IV. ASB Fund-Raising Event*
- V. ASB Purchase Request Approval Form*
- VI. Revenue Potential Form*
- VII. ASB Cash Count Form*
- VIII. ASB Detailed Cash Collection Form*
- IX. Summary Recap – ASB Deposit*
- X. ASB Ticket Sales Control Sheet*
- XI. Receipt Book Log*
- XII. Donation to ASB Form*
- XIII. Field/Study Trip Planning Sheet*
- XIV. Request for Approval of Field Trip Involving Students*
- XV. RHS On Campus Activity Permission Form (in packet)
- XVI. RHS Field Trip Permission Form (in packet)
- XVII. RHS Calendar/Facilities Request Form (in packet)
- XVIII. Request to Carry Over Excess Ending Balances*
- XIX. Proper ASB Fundraising & Expenditures for Teachers*

Roosevelt High School

On Campus Activity Permission Form

This form is designed for **on-campus use only**. If students need to get out of class for an on-campus activity, this form must be filled out and submitted to the attendance clerks a minimum of 24 hours in advance. Students must have signed permission from each of the teachers whose classes they will be missing in order to be cleared of any absences. This form will help to ensure that only deserving students are allowed to miss class for on-campus activities

Student Name: _____ Date of Activity: _____

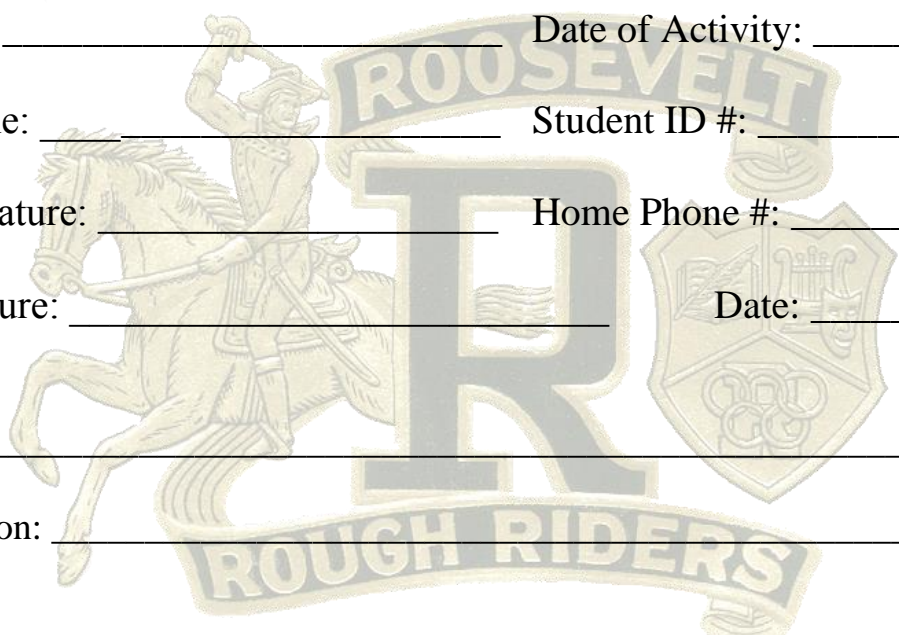
Sponsor's Name: _____ Student ID #: _____

Sponsor's Signature: _____ Home Phone #: _____

Parent's Signature: _____ Date: _____

Activity: _____

Club/Organization: _____



May participate

Period	Subject	May participate		Teacher's Signature (& comments)
		Yes	No	
1				
2				
3				
4				
5				
6				
7				
8				

Roosevelt High School Field Trip Permission Form

Student's Name: _____ Date of Trip: _____

RHS ID#: _____ Home Phone #: _____ Cell #: _____

Destination: _____

Departure Time: _____ Place: _____

Return Time: _____ Place: _____

Lunch: Lunch available at School
 Bring a Sack Lunch
 Lunch Available for Purchase
 Other _____

Method of Transportation: Walking
 School Bus
 Private Auto
 Charter Bus

Sponsor: _____ Office Approval: _____

Parent Approval

To the principal of Roosevelt High School, Fresno Unified School District: I am the parent/legal guardian of the above named student who has my permission to participate in the above described field trip.

Signature of Parent/Guardian: _____ Date: _____

Parent Please Note: It is necessary that parents specifically authorize their child to be included in this field trip. While supervision for this event will be furnished by the school, parents are hereby advised that such supervision by school personnel will occur only during the time period stated above. Although the school district will take every precaution to assure the welfare and safety of your child while participating in this activity, it is important you understand that the school district assumes no liability whatsoever in case of injury or accident.

Emergency Medical Authorization (Parent/Guardian please complete)

Should it be necessary for my child to have emergency medical treatment while participating in this trip, I hereby authorize Fresno Unified School District (FUSD) Personnel to use their judgment in obtaining emergency medical services for my child. I further authorize any individual selected by FUSD personnel to render such emergency medical treatment to my child as s/he may deem necessary and appropriate. I understand that the FUSD has no district insurance which pays the medical or hospital costs that might be incurred on behalf of my child. Consequently, I understand that any and all such costs shall be my sole responsibility. The FUSD has previously made available to me student insurance which can be obtained at my own expense.

Signature of Parent/Guardian

Address

Day Time Phone #

Night Time Phone #

Special Instructions regarding medical treatment: _____

Sponsor, please check that this form is completed properly. Retain upper portion of form & keep available during field trip.

COPY FORM & RETURN MASTER COPY TO ASST. PRINCIPAL @ LEAST 1 DAY PRIOR TO ACTIVITY

Student Name: _____ Date: _____

Field Trip to: _____ Sponsor: _____

May Participate

Period	Subject	May Participate		Teacher's Signature (& comments)
		Yes	No	
1				
2				
3				
4				
5				
6				
7				
8				

RHS CALENDAR/FACILITIES REQUEST FORM

2014 - 2015

Facility use and calendar posting of events requires a minimum of two weeks lead time. If you are planning to use the auditorium, please be sure to acquire the RSA signatures first. Please turn in the form to María Manzo in the main office.

Name of Event: _____ Date(s) of Event: _____

Name of Organization: _____

Contact Person for Event: _____ Phone # or Ext: _____

Mailing Address: _____

Facility Needed: _____ Time/Period(s) Needed: _____

Special Equipment Needed: Microphone & Speakers Overhead Projector Video Projector
 (ASB Sound System is not available for check-out)

(Check all that apply)

Stage Screen None Other: _____

Check all that apply and obtain signature(s)

- Required for Master Calendar**
 School Activities: Non-athletics
 This should be the first signature.
 ➔ _____
 Néstor R. Cerda (Campus Culture/Activities Director)
- Athletics ➔ _____
 Larry López (Athletic Director)/Mark Gradoville (P.E. Chair)
- Library Use ➔ _____
 Jessica Jones (Librarian)
- Parent Community Events ➔ _____
 Tony Días & María Núñez (Community Liaisons)
- Auditorium/Little Theater Use
 *Need this signature first only if you are using the Auditorium or LT ➔ _____
 Lori Gambero (RSA Dr.)/ Mike Kissel (Aud. Mgr.)
- Cafeteria/Kitchen Use ➔ _____
 Terri Spencer (Food Service Manager)
- Custodian ➔ _____
 John Corwin (Custodial/Plant Coordinator)

After this form has the required signatures, it will be returned to main office (Lorena Ramón) for Mr. Vargas' final approval. A confirmation copy will be returned to you.

- Approved _____
 Ray Vargas (Vice Principal)
- Disapproved