



Club Carryover of Funds Form

Funds raised by students during a given school year should be spent on those same students. However, there may be instances when carryover balances are used for future activities/projects or for activities that takes more than one year to raise adequate funds. If club carryover balances exceeds \$1,000, a plan of intended use must be submitted to the ASB for student council approval by May 1st.

Attach additional pages, as necessary, as well as provide any comments or clarifications regarding your excess request.

Date submitted: _____ School Year: _____

Club/Trust Name: _____

Excess Amount: _____ Date Approved
by Club/Trust: _____

Describe the purpose of why funds were not spent down and why they need to be carried over (e.g. activities of the item(s) to be funded, projected cost(s), and date(s) of the expenditure(s)).

Signature of Club Representative

Signature of Club/Trust Advisor or
Coach

FOR ASB OFFICE USE ONLY

Student council approval in minutes: _____ Yes / No
(circle)

Date: _____

Signature of ASB Student
Representative

Signature of AP/ASB Advisor