



AUPPHS-FA CLUB EVENT REGISTRATION & FUNDING REQUEST FORM

- This form is intended for club-sponsored activities. Please consult with the AUPPHS-FA Administration Team prior to submitting your request.
- Club Funding Requests are due by 5:00 PM on every business day for requests over USD50 or above.
- Submit completed requests to the AUPPHS-FA Administration Office **at least four (4) weeks** before the planned usage of funds.
- Must be a registered student club on the AUPPHS-FA campus. Funds must be used for the improvement of the club and the benefit of AUPPHS-FA.
- Must comply with specific fund distribution guidelines the Finance and Administration Department sets forth.

CLUB/EVENT INFORMATION

Club Name: _____ Faculty Advisor: _____

Club Leader Name: _____ Grade: _____ PS ID: _____

Phone Number: _____ Email: _____

Title of Event/Activity: _____

Start Date: _____ Start Time: _____

Finish Date: _____ Finish Time: _____

Proposed Location: _____ Estimated Attendance: _____

ACTIVITY DESCRIPTION

Please describe in detail & goals of the activities you plan to do: _____

How will this activity/event enhance the organization's improvement and AUPPHS-FA's benefit? _____

ESTIMATED EXPENSE



AUPP HIGH SCHOOL

FOX CROFT

ACADEMY

Please consult with your club faculty advisor or the Administration and be as detailed as possible with your estimates. *(You don't necessarily need to provide a detailed breakdown of expenses for each item you would like to include in your event or activity. A total estimated expense for the entire event or activity would be sufficient.)*

No.	Description & Specification	QTY	Unit Price	Total Estimated Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Estimated Amount				

IMPORTANCE:

- If the total amount of expenses does not meet the amount given to the student club, AUPPHS-FA Finance/Administration will seek recoupment of all funds granted by the Finance Committee.
- The student club will be responsible for collecting receipts for all expenses incurred. A copy of all receipts must be turned in to the Administration/Finance within **two (2) weeks of event completion**. The total of the receipts must equal or exceed the amount requested by the student club.
- Please be sure to **attach any necessary files or include links** that may be relevant to your request. This will help ensure your request is fully understood and handled efficiently.
 - A copy of a brief description of the event for the funds will be used.
 - A copy of the planned event/activity agenda.
 - A copy of event planning (team members, organizer/coordinator, budget, venue, vendor, participant list, implementation, request for support from the AUPPHS-FA team, etc.).
 - A copy of the report after the event/activity is finished.

FOR THE ADMINISTRATION DEPARTMENT, USE ONLY



AUPP HIGH SCHOOL
FOXCROFT
ACADEMY

RECEIVED BY: _____ DATE: _____

APPROVED: _____ NOT APPROVED: _____

IF NOT APPROVED, LIST THE REASONS: _____

ACKNOWLEDGE BY MR. WILLIAM E. THOMAS (AUPPHS-FA PRINCIPAL)

SIGNATURE: _____

DATE: _____
