

# Elk Grove High School Associated Student Body

## Academic Competition Team Checklist Year \_\_\_\_\_

Academic competition teams representing EGHS are to be approved by the principal including projected funding needs. This checklist will assist the advisor in providing adequate information for the principal. If an academic competition team has a student leadership governing organization then they are to utilize the student club process.

### STEP 1 - Organizing

- Schedule and hold an organizing meeting to complete the Academic Competition Team Information Sheet
- Submit information sheet to the controller before \_\_\_\_\_.

### STEP 2 - Budget

- Submit completed Academic Competition Budget Form and required documents to controller before the **deadline of** \_\_\_\_\_.

*Please note: Failure to submit all required documents by this deadline will result in a delay of funding.*

### STEP 3 – Approval

- Controller will review package for completeness and submit to principal
- Principal will review and approve
- Controller will notify advisor of approval

# Elk Grove High School Associated Student Body

## Academic Competition Team Information Form

Year \_\_\_\_\_

Academic competition teams representing EGHS are to be approved by the principal including projected funding needs. This checklist will assist the advisor in providing adequate information for the principal. If an academic competition team has a student leadership governing organization please utilize the student club process.

**(PLEASE PRINT)**

Name of Team: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Department of Advisor \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Day and Time of Team Meetings: \_\_\_\_\_

Place of Team Meetings: \_\_\_\_\_

List of Team Activities and Location:

<u>Activity</u>	<u>Location</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Attachments:

- List of participating students including ID numbers.

**SUBMIT FORM AND ATTACHMENT TO CONTROLLER BY \_\_\_\_\_!**

Approval ~ Principal: _____ Signature, Title and Date
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## Elk Grove High School Associated Student Body

### Academic Competition Team Budget Year \_\_\_\_\_

**Team Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_

Each academic competition team must complete this form for the current school year for the principal's review and approval of funds. A Financial Transaction Form is required for each expense listed to obtain prior approval. If you need help completing this for please contact the controller.

Item Description	Vendor	Estimated Expenses	Financial Transaction Form Completed?
<b>Expenses</b>			
Registration		\$	<input type="checkbox"/> Yes
Workshops		\$	<input type="checkbox"/> Yes
Materials		\$	<input type="checkbox"/> Yes
Banquets		\$	<input type="checkbox"/> Yes
Subs (\$180 per day)	EGUSD	\$	<input type="checkbox"/> Yes
Other: <i>(specify)</i>			
1		\$	<input type="checkbox"/> Yes
2		\$	<input type="checkbox"/> Yes
3		\$	<input type="checkbox"/> Yes
4		\$	<input type="checkbox"/> Yes
<b>Totals for Expenses:</b>		<b>\$</b>	

Signature of Team Advisor: \_\_\_\_\_

Date approved by ASB Council: \_\_\_\_\_

Required Signatures:

ASB Student Representative: \_\_\_\_\_

Activities Director: \_\_\_\_\_

Principal: \_\_\_\_\_

