

San Diego Unified School District
Lincoln High School - Associated Student Body

ACTIVITY REQUEST FORM

All school-related activities **MUST BE APPROVED** for inclusion on the Master Calendar by formal **submittal of request, using this form.** All student fundraising activities must also be processed through the **A.S.B. cabinet prior to submission to administration.** This form and any related attachments should be submitted to the A.S.B - Room 146 (Mr.Camacho) for processing. This form shall be submitted a **MINIMUM OF TWO WEEKS BEFORE THE PROPOSED ACTIVITY.**

Date Submitted

PART I – ACTIVITY INFORMATION (to be completed by initiator)

1. ORGANIZATION _____

2. DESCRIPTION OF ACTIVITY _____

3. DATE OF ACTIVITY (*Before selecting your date(s), you must check the master calendar for availability*)

Date(s): From: _____ To: _____ Day(s) of the week: _____

Time(s): From _____ To _____ Set-up Time _____

4. FUNDRAISER? Yes _____ No _____ (*Please make sure to submit a Fundraiser Request Form to A.S.B.*)

5. *EQUIPMENT AND SERVICE(s) (description & quantity)

Chairs _____ Tables _____ Sound _____ Other _____

*Attach proposed set-up. Work directly with Tech Coordinators/Network Systems and/or Arts Coordinator on lighting and sound needs.

6. LOCATION

Please state location on campus where you would like this activity to take place

7. ACTIVITY SPONSOR (staff or faculty)

Declaration: I am responsible for and will supervise this activity; use of facility; and clean up after event.

Name _____ Signature _____ Phone _____
(cell number preferred)

PART 2 - APPROVALS AND PROCESSING

(To be completed by A.S.B. & Advisor, with final approval by Executive Principal – Mel Collins)

1. A.S.B. Board
A.S.B. Secretary _____

2. A.S.B. ADVISOR (name) _____
Signature _____

3. Executive Principal
Approved _____ Disapproved _____

Distribution:

_____ Admin. Aide
_____ Head Custodian
_____ Cafeteria Manager
_____ Tech Coordinators
_____ Network Systems Tech
_____ Arts Coordinators
_____ Athletic Director
_____ Librarian
_____ Other

Comments: _____

NOTE: After approvals and processing, copies of this document will be returned to the Activity Sponsor for final arrangements.