

EastLake Middle School  
Associated Student Body  
Request for School Activity

**Requests must be submitted to the ASB at least 10 working days prior to the activity. Information will be distributed to the appropriate parties.**

Teacher/Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Event information:**

Name of Group or Event: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ **Attach list of participant names.**

Chaperones: \_\_\_\_\_

**Bus Information (if applicable):**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Time to Leave ELM: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Custodial Needs (if applicable):**

List any special needs or set-up information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

Has the ASB approved any required funding?                      YES    NO    No Funding

If off campus, completed parent permission slips must be filed at least one day prior to the event. No student can go off campus without prior written parental consent.

If event requires students to leave campus, read and comply with Policy No. 6145 and Regulations No. 6146.6.1-4. If event involves fund raising, comply with Policy NO. 6146.

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

ASB Advisor: \_\_\_\_\_ Principal: \_\_\_\_\_