

Memo For: \_\_\_\_\_

Subject: Inactive Account

Your account has been marked inactive per Administrative Procedure 2225: “All balances remaining in the trust account of any club or organization one year after the club or organization has been disbanded or has been inactive for one year shall be reviewed by the principal or designee and the student council, and subject to extenuating circumstances, shall be transferred to the Student Body General Fund.”

If you would like your account to become active, please work with ASB to turn in the necessary paperwork by **(insert deadline here)**. If the necessary paperwork is not turned in, your account will be closed down and any remaining funds will be moved to ASB.

If you have any questions, please do not hesitate to contact us.

Thank you,

Name and Title of ASB Student