



# SVHS Club Meeting Minutes Form

Club: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

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

## Roll Call of Officers:

President: \_\_\_\_\_

VP: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other \_\_\_\_\_: \_\_\_\_\_

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

## Club members present:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Approval of last meeting minutes

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote count: For \_\_\_\_\_ Against \_\_\_\_\_

<b>Old Business:</b>	Notes:
<b>New Business:</b>	Notes:

<b>Business to carry over:</b>	<b>Notes:</b>
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**Requisition approval:** The following requisitions were approved

Requisition Number	Vendor	Amount	Purpose

Motion by: \_\_\_\_\_                      Seconded by: \_\_\_\_\_  
Vote count: For \_\_\_\_\_              Against \_\_\_\_\_

**Fundraising activities:** The following fundraising activities were submitted for approval.

Date	Sponsor	Purpose

Motion by: \_\_\_\_\_                      Seconded by: \_\_\_\_\_  
Vote count: For \_\_\_\_\_              Against \_\_\_\_\_

**Submission of minutes:**

President	Signature	Date
VP	Signature	Date
Advisor	Signature	Date