

Encina Preparatory High School

2023 - 2024 Club Meeting Minutes

Please complete the following checklist for submission of club meeting minutes. Minutes should be taken every time the club meets and submitted as follows:

_____ Meeting minutes must be student generated.

_____ Student Council must receive the original copy in blue or black ink.

_____ Meeting attendance sheet including first and last names, student ID numbers, and grade levels. Clubs must have a minimum of 10 members to be a chartered club.

_____ There must be a minimum of 7 members in attendance for any club decisions to be made. This is a minimum of 2/3 members.

_____ All Fundraising & Activity Requests and Purchase Requisitions must include meeting minutes. Incomplete requests will be returned and may delay approval.

_____ Fundraising & Activity Requests must be submitted 15 school days in advance and Purchase Requisitions must be submitted 10 days in advance.

_____ All forms must be submitted by 10:00am on the Friday prior to the Student Council meeting. NO exceptions will be made.

_____ All requests MUST be submitted to ASB Directors box in the office. DO NOT give any requests to students.

I. Meeting Business

Name of Club	Club Advisor in Attendance
Meeting Called to Order (first & last name)	Elected Position
Date of Meeting	Location of Meeting
Time Meeting was Called to Order	Time Meeting was Adjourned

II. Meeting Attendance (Secretary calls attendance)

III. Approval of Last Meeting's Minutes (DO NOT SKIP - Secretary inserts a summary of last meeting's minutes)

Approval of last meeting's minutes

Motion to Approve (first & last name)	Second to Approve (first & last name)

IV. Treasurer's Report (DO NOT SKIP - Treasurer reads club balance and lists here.)

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Motion to Approve (student first & last name)	Second for Approval (student first & last name)

V. Fundraising & Activity Requests

Fundraising & Activity Requests: Must have form filled out. Include signatures from Club President and Certificated Advisor. Dates and times must be secure before submitting forms. Add more boxes if necessary.

#	Activity Request (Name of Activity or Fundraiser)	Date (include multiple dates if needed)	Time Starts & Ends	Purpose (What is the purpose of the activity or what are you fundraising for)	List Approved/Denied (Must write in words "approved" or "denied")
1					
2					

3					
4					

Motion to Approve (student first & last name)	Second for Approval (student first & last name)

VI: Purchase Requisitions

Purchase Orders: Can only be made out to a person or company. PO's cannot be made to students. Not all companies accept PO's. In the case of a person, put the person's first and last name.

	Vendor (Who or What Company)	Amount (Not to exceed)	Purpose (What are you planning on purchasing?)
1			
2			
3			
4			
5			

Motion to Approve (student first & last name)	Second for Approval (student first & last name)

VII: Check Requests

Check Requests: All requests must have prior approval from Student Council. Each request must also have an invoice attached.

	Vendor (Who is the check made out to?)	Amount (List exact amount from invoice)	Purpose (What items were purchased?)
1			
2			

Motion to Approve (student first & last name)	Second for Approval (student first & last name)

VIII: Transfers

Transfers: If your club needs to borrow or transfer money. You must fill in both the name of your club and the club you're borrowing from.

	Club (transfer from)	Club (transfer to)	Amount	Purpose
1				
2				

Motion to Approve (student first & last name)	Second for Approval (student first & last name)

VIII. New Business

(What new topics of information did the club discuss? This should be filled out weekly even if new transactions are not approved. At the beginning of the year, this is where the Constitution and Budget is approved):

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Motion to Approve (student first & last name)	Second for Approval (student first & last name)

VIII. Old Business

(What topics got tabled from your last meeting?):

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Motion to Approve (student first & last name)	Second for Approval (student first & last name)

CLUB SIGNATURES

Respectfully Submitted by Club Secretary		Date:
Advisor Approval		Date: