

We would like to provide guidance from auditors on creating documentation for virtual student club meetings during the school closure and shelter-in-place. Please use this guidance during the closure only. Please follow all District rules, guidelines and procedures for online meetings between students and adults.

Maintaining Minutes in a Virtual Meeting:

- The student club sponsor should record the minutes of the online meeting using the email template provided below.
- At the conclusion of the meeting, the club sponsor should forward the completed minutes in a group email to all club officers using their *school email accounts* only.
- At least two student officers should send a “reply to all” response that they approve the minutes. This must be sent from their *school email account*, preferably on the same email string.
- The club sponsor should save a copy of the email with minutes, and record the vote and officer approvals. Please print as a PDF to attach to the requisition in place of the usual SA Minutes form.

Student Activity Meeting Minutes

School:

Club Name:

Date of Meeting:

Action Item:

- Vendor name: (who is being paid)
- description of purchase or service: (what and for what purpose)
- amount approved: \$

Approved by: (list names in attendance and their vote)

Student Officers: *by replying yes to this email, you are authorizing the included Student Meeting Minutes and approving the spending of Student Club funds.*