

# ASB Student Council Minutes

Name of School \_\_\_\_\_

Meeting Date \_\_\_\_\_ Meeting Location \_\_\_\_\_ Kind of Meeting (circle one): Regular or Special

The meeting was called to order by: \_\_\_\_\_ Time \_\_\_\_\_

The minutes of the meeting dated \_\_\_\_\_ were read and approved with the following corrections/notes (indicated "none" if no corrections/notes were needed):

Presiding Officer: \_\_\_\_\_ Roll Call by: \_\_\_\_\_

# of Members Present: \_\_\_\_\_ # of Members Absent: \_\_\_\_\_; Meeting Attendees (attach separate list, specifying "Addendum to Minutes Dated...")

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## Approvals for Club/Class Business

Motion to approve **Annual Budget from Club/Class** \_\_\_\_\_ with \$ \_\_\_\_\_ Revenue and \$ \_\_\_\_\_ Expense for net amount of \$ \_\_\_\_\_, plus carryover of \$ \_\_\_\_\_ from the previous school year.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Fundraiser Request from Club/Class** \_\_\_\_\_ for \_\_\_\_\_ with \$ \_\_\_\_\_ Revenue and \$ \_\_\_\_\_ Expense for net Fundraiser amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Item(s) Sales Request from Club/Class** \_\_\_\_\_ for Fundraiser \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **estimated expense from Club/Class** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **ASB PO #** \_\_\_\_\_ **for Club/Class** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Check Request from Club/Class** \_\_\_\_\_ **for ASB PO #** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Refund Request from Club/Class** \_\_\_\_\_ from \_\_\_\_\_ payable to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Funds Transfer Request from Club/Class** \_\_\_\_\_ to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Cash Box Request from Club/Class** \_\_\_\_\_ for fundraiser \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve **Carryover Request from Club/Class** \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

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## Approvals for ASB Student Council Business

Motion to approve ASB Student Council Annual Budget with \$ \_\_\_\_\_ Revenue and \$ \_\_\_\_\_ Expense for net amount of \$ \_\_\_\_\_, plus carryover of \$ \_\_\_\_\_ from the previous school year.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve ASB Student Council Fundraiser \_\_\_\_\_ with \$ \_\_\_\_\_ Revenue and \$ \_\_\_\_\_ Expense for net Fundraiser amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve Item(s) Sales Request Form for ASB Student Council Fundraiser \_\_\_\_\_, form dated \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve estimated expense of \$ \_\_\_\_\_ for \_\_\_\_\_ from budget line item \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve ASB PO # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve Check Request for PO # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve Refund for ASB Student Council Activity \_\_\_\_\_ to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve Funds Transfer Form from \_\_\_\_\_ to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve Cash Box Form dated \_\_\_\_\_ for ASB Student Council Activity \_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

Motion to approve ASB Student Council Carryover Request in the amount of \$\_\_\_\_\_.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_.

Number For: \_\_\_\_\_, Number Opposed: \_\_\_\_\_, Number Abstained: \_\_\_\_\_. Motion (circle one): Passed / Not Passed

**Communication and Reports**

Old Business: \_\_\_\_\_

New Business: \_\_\_\_\_

\_\_\_\_\_  
ASB Student Council Secretary: Print, Sign, Date

\_\_\_\_\_  
ASB Student Council Advisor: Sign & Date

\_\_\_\_\_  
ASB Admin: Sign & Date