

Student Body Club/Class Minutes

Name of School _____ Class/Club _____

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...")

Motion to approve 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 Fundraiser 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 Form for 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 check request for PO # _____ to _____ for \$ _____.

Motion by _____ Second by _____.

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

Motion to approve Refund for _____ 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 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 fundraiser _____.

Motion by _____ Second by _____.

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

Motion to approve 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: _____

Student Body Club/Class Secretary: Print, Sign, Date

Student Body Club/Class Advisor: Sign & Date

ASB Admin: Sign & Date

Forwarded to ASB Student Council Minutes on: _____
(Date)