

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

### MEETING MINUTES

I. MEETING CALLED TO ORDER: Date: \_\_\_\_\_

Time: \_\_\_\_\_

II. ROLL CALL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. MINUTES OF THE MEETING DATED \_\_\_\_\_ WERE READ AND APPROVED AS READ/CORRECTED

IV. OLD BUSINESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

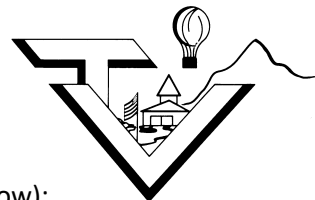
V. PAYMENT REQUESTS SUBMITTED FOR APPROVAL:

The following invoices were submitted for payment (list below or attach separate listing):

REQ #	VENDOR/DESCRIPTION	AMOUNT	CLUB	APPROVED/DENIED

\_\_\_\_\_ MOVES TO PASS PURCHASE REQUESTS LISTED ABOVE

\_\_\_\_\_ SECONDS THE MOTION. MOTION (circle one): APPROVED DENIED



**VI. ACTIVITIES & FUNDRAISING REQUESTS:**

The following requests for fundraising activities were submitted for approval (list below):

CLUB NAME	DESCRIPTION/ACTIVITY	ANTICIPATED REVENUE POTENTIAL (REVENUES – EXPENSES)	PROPOSED DATE(S)

\_\_\_\_\_ MOVES TO PASS PURCHASE REQUESTS LISTED ABOVE

\_\_\_\_\_ SECONDS THE MOTION. MOTION (circle one): APPROVED DENIED

**VII. OTHER:** \_\_\_\_\_

\_\_\_\_\_

**VII.** \_\_\_\_\_ MOVES TO ADJOURN THE MEETING.

\_\_\_\_\_ SECONDS THE MOTION. MOTION (circle one): APPROVED DENIED

**VIII. MINUTES RECORDED BY:**

Club Secretary: \_\_\_\_\_  
(Signature and Date)

Club Advisor: \_\_\_\_\_  
(Signature and Date)