

NORTH MONTEREY COUNTY HIGH SCHOOL

Club Minutes - Must be handwritten, not typed

A copy must be attached to any Purchase Order, Fundraiser Request, or Activity Request along with the attendance sheet written in club members' writing. The original must be kept in the Club Advisor's Classroom. Club Advisors must be in attendance at all club meetings.

Club/Organization: _____ Advisor: _____

Date of Meeting: _____ Location: _____

Old Business Discussion Items:

- _____
- _____
- _____

New Business Discussion Items:

- _____
- _____
- _____

Action Items:

- _____
 - Moved by: _____ Second by: _____
 - Approved? YES NO
- _____
 - Moved by: _____ Second by: _____
 - Approved? YES NO
- _____
 - Moved by: _____ Second by: _____
 - Approved? YES NO

Club Advisor: _____ Date: _____

Club Secretary/Representative: _____ Date: _____