

(CLUB NAME) MEETING MINUTES

School Year: 2025-2026

Meeting #	
Date:	
Time:	
Place:	

General Meeting Minutes:	
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** Additional Meeting Information Added Below (from Appendix):

APPENDIX:

Possible Scenarios to be Copy/Pasted:

Fundraiser Discussion/Approval:

Fundraiser:	Motioned By:	# of PAPER VOTE "YES"	# of PAPER VOTE "NO"
Details about Fundraiser			

**Notes to include:

Who is the Vendor (Need W-9):

Selling Price/% of profit earned:

Dates to sell:

When orders will be due:

Will sales tax be applied (ask Joelle):

General Purchases:

What to be purchased:	Who will pay?	# of PAPER VOTE "YES"	# of PAPER VOTE "NO"
Details about Purchase:			

****Notes to include:**

What is being purchased:

What is the purchase for:

Where it is being purchased from:

What is the budget?:

Reimbursement Discussion/Approval

What was purchased:	Price Paid:	Who paid?	# of PAPER VOTE "YES" To Reimburse	# of PAPER VOTE "NO" To Reimburse
Details about Reimbursement:				

****Notes to include:**

Why were the items purchased:

Who needs to be reimbursed:

Misc. Expenditures (Scholarships/Donations)

	# of PAPER VOTE "YES"	# of PAPER VOTE "NO"
Motion to:		
Details about Expenditure:		

**Notes to include:

Documentation needed in minutes to include why the club is spending this money:

To whom it is being paid:

The amount being paid:

How a selection was chosen: