

Justin Garza High School
2025 - 2026
Request for Continued Club Recognition
Meeting Notes Template

Name of Club/ Organization: _____

Date of Meeting: _____ **Location of Meeting:** _____

I. Meeting called to order: _____ by _____
(time) (Club President)

II. Members Present: List of students present - can attach sign in sheet/ roster

III. Review of Previous Minutes: (minus from last meeting read by secretary/ club president)

IV. Treasurer's Report: Contact the ASB Treasurer to get your club account balance.

Please use balance **AFTER** encumbrances. \$ _____

V. New Business

A. Fundraisers - should be identical to the Fundraiser Request (FR) Form.

Fundraiser Name: _____

Purpose: _____

Requested Dates of Fundraiser: _____

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

B. Purchase Orders - should match Purchase Order (PO) and include an estimate/ quote

Vendor Name: _____

Purpose: _____

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

VI. Other Business:

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

VII. Meeting Adjourned at _____ (time)

Submitted by: _____

Club Secretary

Date