



CLUB/SPORTS - MEETING MINUTES

CLUB NAME: _____

MEETING DATE: _____ MEETING TIME: _____ LOCATION: _____

PRESIDED BY: _____

The minutes of the meeting dated: _____ were read and approved (corrected & approved).

Communication & Reports: *(Treasurer, Historian, etc.)*

Old Business:

New Business:

The following were approved ACTIVITY REQUESTS: *Attach a separate listing if necessary*

ACTIVITY	PURPOSE	DATE(S) OF ACTIVITY	LOCATION

Motion By: _____ Second By: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

The following were approved EXPENDITURES: *Attach a separate listing if necessary*

VENDOR	ITEMS	PURPOSE	AMOUNT

Motion By: _____ Second By: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

Club/Org. President (Signature) _____ Date: _____

Club/Org. Advisor (Signature) _____ Date: _____

Members Present: *Each Club member must provide individual signature for motions and members present.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____