SIMI VALLEY UNIFIED SCHOOL DISTRICT

SIMI VALLEY HIGH SCHOOL

ASB CLUB MEETING MINUTES

(Form aligned with FCMAT ASB Manual & CA Education Code 48933)

CLUB INFORMATION		
Name of Club: _____		
Meeting Date: _____	**Meeting Time:** _____	**Location:** _____
Kind of Meeting: ☐ Regular | ☐ Special | ☐ Other	**Call to Order By:** _____	
Minutes dated _____ **were read and approved (corrected and approved) on** _____		
Presiding Officer: _____	**Roll Call By:** _____	
# Members Present: _____	**Quorum Met (50% +1)?** ☐ Yes | ☐ No	

EXPENDITURE APPROVALS (Purchases/Payments)		
Vendor / Payable To	**Amount**	**Purpose of Expenditure**
	$	
	$	
	$	
Motion By: _____	**Second By:** _____	
Vote Count: _____	**Number For:** _____	**Number Opposed:** _____

FUNDRAISER / REVENUE REQUESTS		
Fundraiser Activity / Item for Sale	**Estimated Revenue / Goal**	
	$	
	$	
	$	
Motion By: _____	**Second By:** _____	
Vote Count: _____	**Number For:** _____	**Number Opposed:** _____

CLUB INFORMATION
Communication and Reports: _____
Old Business: _____
New Business / Announcements: _____

CLUB INFORMATION			
Title / Role		**Signature / Date**	
ASB Secretary			
Club President or Treasurer			
Club Advisor / Coach			
ASB OFFICE USE ONLY	Received By: _____	Council Min. Date: _____	Binder Copy: ☐ Yes | ☐ No