

Name of School: _____

Name of Club: _____

Student Club Meeting Minutes

I. Meeting Date: _____ Meeting Time: _____ Location: _____

II. The meeting was called to order by: _____

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

IV. Purchase Order Requests

The following purchase orders were approved (list below or attach separate listing):

Purchase Order # <i>(To be Assigned by ASB)</i>	Vendor Name	Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

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

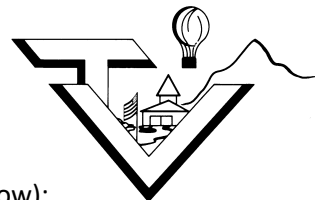
V. Check Requests

The following invoices were submitted for payment (list below or attach separate listing):

Check # <i>(To be Assigned by ASB)</i>	Payable To	Amount	PO #	Purpose of Expenditure

Motion by: _____ Second by: _____

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



VI. Fundraising Activities Authorization Requests

The following requests for fundraising activities were submitted for approval (list below):

Fundraiser Name	Proposed Date(s)	Description	Anticipated Revenue Potential (Revenues – Expenses)

Motion by: _____ Second by: _____

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

VII. Communication:

Old Business: _____

New Business: _____

Submitted by: _____

VIII. Financial Reports:

Cash Receipts Total	Cash Disbursements Total	Club Account Balance	As of (DATE)

Budget Revisions: _____

IX. Time of Adjournment: _____

Club Secretary: _____
(Signature and Date)

Club Advisor: _____
(Signature and Date)

X. Meeting Attendees (list below or attach separate listing):