

MINUTES FORM

Club Name: _____

Meeting Date: _____

Location: _____

1.0 Meeting called to order by: _____ @ _____

2.0 Attendance- (attach copy of attendance sheet)

3.0 Old Business

4.0 New Business

5.0 Fundraisers Submitted

6.0 Finance Report

The following check requests were approved: (list below). Please attach a copy of the check request to this form.

Vendor/reason	Amount
1. _____	\$ _____
2. _____	\$ _____

Motion by: _____ Seconded by: _____

Approved: YES or NO

6.0 Meeting adjourned by _____ @ _____

Club Secretary Signature _____ Date _____

Club President Signature _____ Date _____

Club Advisor Signature _____ Date _____

****Club Points will be given when attached to the Post Activity Form**