



**Club Name:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

As per your club requirements you must submit Meeting Minutes monthly for each meeting. This page must be signed by a club officer and your sponsor.

<b>Meeting Date:</b>	
<b>Total # of Present Members:</b>	
<b>Sponsor/Adult Present</b>	

**Attach meeting agenda or use the template below. Do not just include a few sentences.**

**Minutes of Meeting Template:**

**I. Call to order**

A. Time meeting started \_\_\_\_\_

B. Who called the meeting to order? \_\_\_\_\_

**II. Reading of Last Meeting Minutes, read by secretary**

**III. Treasurer's Report**

A. Present Balance \_\_\_\_\_

B. List of expenditures since last report \_\_\_\_\_

**IV. Old Business**

A. \_\_\_\_\_

B. \_\_\_\_\_

**V. New Business**

A. \_\_\_\_\_

B. \_\_\_\_\_

**VI. Adjournment**

A. Time meeting ended \_\_\_\_\_

B. Who called the meeting to a close? \_\_\_\_\_

**ADD ADDITIONAL INFORMATION AND SECTIONS AS NEEDED.**



**Members Present:**

[illegible]

## Club Sponsor

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Verifying Officer

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_