ASB Club Meeting Minutes

Name of Club: _____

Meeting Date: _____Meeting Time: _____Location:_____

The meeting was called to order by: _____ (full name)

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

The following *PURCHASE REQUESITIONS* were approved (list below, continue on back):

Check Payable To:	Supply/Service	Amount	Reason	Quote Attached

Motion by:_____ (full name) Second by: _____ (full name)

Vote Count: Number For: _____ Number Opposed:_____

The following *FUNDRAISERS* were approved:

Fundraiser	Price per unit	Date (1st choice)	Date (2nd choice)	Reason for fundraiser

Motion by:_____ (full name) Second by:_____ (full name)

Vote Count: Number For:_____ Number Opposed: _____

Communication and Reports:

Old Business:

New Business:

Submitted by:

_____ _____

Club Secretary Club Advisor

Meeting Attendees (list below or attach separate listing):