

CLUB MEETING MINUTES



Instructions: During official club meetings you are expected to complete meeting minutes. This provides guidelines as to what information you must include. It is highly recommended that you type and keep copies of every meeting minutes for three years, in case of an audit by the School District or the State. It is especially important that you record meeting minutes when your club decides to spend money. ASB reserves the right to require a copy of meeting minutes upon requesting a PO and or check. Feel free to record additional information regarding your meeting. You may choose to either use this form, or type the same information in a separate document.

Name of Club: _____

Meeting Date: _____ Time: _____

Location: _____ Advisor: _____

Number of members attending Meeting (Print and sign name on back): _____

APPROVED PURCHASES

VENDOR/PAYEE	ITEMS TO BE PURCHASED	REASON	AMOUNT

*****Please attach additional sheets if necessary. Be sure to submit a Prior Approval Form with copy of estimate BEFORE Purchasing or Check request with approved signatures and original invoices or receipts.**

Motion for approval by: _____ Seconded by: _____

Total Vote count: _____ Number for: _____ Number opposed: _____

Additional Business matters unrelated to purchases:

Topic: _____ Notes: _____

Total Vote count: _____ Number for: _____ Number Opposed: _____

CLUB OFFICERS OVERSEEING MEETING

Student Responsible for these minutes: _____ Signature: _____

Advisor or Coach overseeing meeting: _____ Signature: _____

Members attending meeting.

Name:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Spending club funds:

- 1. Vote and approve any expenditures as a club. Record the vote approving the expenditure on a Meeting Minutes form.**
2. Submit a [Prior Approval](#) or [Check request](#) form to the ASB Finance Office.
3. ASB will review the request. If the request is approved, a PO or check will be issued.
- 4. Only AFTER the Purchase Order has been approved can you purchase or place the order. If you purchase or place an order BEFORE the Purchase Order or check has been approved, your club will kindly thank you for your donation.**
5. Submit any receipts or invoices to the ASB Finance Office so that you may be reimbursed, or so the check can be sent to the vendor.

Note: You may request an account statement from the Accounting Tech at any time.