

**STUDENT ACTIVITIES
MINUTES ENTRY / SECRETARY'S RECORD**



The _____ was called to order
(Club/Organization)

_____ on _____
(Time of Day)

by _____
(Name of Student Leader)

There were _____ members present.

List members in attendance:

Minutes of the previous meeting were approved as read (or as corrected): _____

The treasurer's report was given. The balance on hand was \$ _____ (attach written report to minutes).

UNFISHED BUSINESS:

Purpose of Unfinished Business:

Motion made by: _____ Voted For: _____ Voted Against: _____

NEW BUSINESS:

Purpose of New Business:

Motion made by: _____ Voted For: _____ Voted Against: _____

Purpose of New Business:

Motion made by: _____ Voted For: _____ Voted Against: _____

Meeting adjourned at (Date & Time): _____

Respectfully submitted by: _____, Students Club Secretary

Club Sponsor Signature

Date

PLEASE NOTE: THIS FORM MUST ACCOMPANY ALL FUND-RAISING REQUESTS, PURCHASE ORDER REQUESTS, CHECK REQUESTS AND TRANSFER OF FUND REQUESTS FOR ALL STUDENT ACTIVITY CLUB REQUEST.