

Buchanan High School
CLUB MINUTES

Club Name: _____

Meeting Date: _____ Time: _____ Location: _____

Members Present: (List members or attach a *legible* sign-in sheet)

I. Meeting Called to Order at _____ by _____.

II. The minutes of the previous meeting dated _____ were read and approve (or corrected and approved).

III. Treasurer's Report: (how much money currently in the account) _____

IV. Communication and Reports

- a. Old Business
- b. New Business
- c. Announcements

V. Fundraiser Requests

- a. Motioned by: _____
- b. Seconded by: _____
- c. Number for: _____ Number Opposed: _____

Example: *The Knitting Club would like to raise money for club t-shirts. The club will knit and sell blankets to purchase shirts. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VI. Request for Purchase Orders / Payments

- a. Motioned by: _____
- b. Seconded by: _____
- c. Number for: _____ Number Opposed: _____

Example: *Request to open a PO for \$100 to Joann's Fabrics to purchase yarn. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

Example: *Request to open a PO for \$300 to "T-shirts Inc." to purchase club t-shirts for all members. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VII. Meeting Adjourned at _____ by _____.

Signature of Club Secretary

Advisor Signature

Date