

# Club Minutes Form (06/14)

<u>Name of Club:</u>	
<u>Meeting Date &amp; Time:</u>	
<u>Who:</u> (Attendance – First and Last Name – Feel free to attach a sign-in sheet)	
<u>Approval of Previous Minutes:</u>	
<u>Meeting Topic(s):</u>	
<u>Notes on each Topic:</u>	
<u>Details of what was voted on:</u> Examples - Are we spending money? How much are we spending (not to exceed amount) and on what? Are we traveling? Where are we going?	
<u>Club Business Decisions/Voting (# of yes/#of nos):</u>	

Please sign below:

\_\_\_\_\_   
 Club Minutes Recorder

\_\_\_\_\_   
 Club Advisor