

Student Activity Minutes for _____

Members Present:

Meeting opened: _____

Old Business:

Treasurers Report Balance: _____

New Business:

Meeting Adjourned: _____

Next Meeting: _____

Respectively Submitted By: _____

Instructions for Meeting Minutes

This form must be filled out completely after every meeting held by your Organization.

To be considered a legitimate Organization, meetings are required to be held at least monthly. These meetings shall be held on school property. Organizations shall not meet outside school property unless they have received the consent of their school principal.

An annual meeting should be held after the start of school every year to elect the following officers:

President
Vice President
Treasurer
Secretary

Minutes to each meeting can be typed however this is not required.

Minutes should include a listing of members in attendance. If more space is needed please list on a separate sheet or attach the attendance sign in sheet.

Old business discusses any on going topics that have yet to be voted on or finalized. Such as price quotes from possible vendors for fundraisers or possible dates for fundraisers.

Each month a Treasurers Report balance should be given to the members.

At each meeting new business about fundraising, expenditures, field trips, donations, or other activities planned should be discussed. These discussions should be detailed and clearly illustrate the decision made by the majority of the Organization. All expenditures must be approved by a majority.

If additional space is need for the old or new business please attach a separate sheet of paper.

Minutes from Organization meetings must be attached to each Fundraiser Request Form and Requisition Form proving that fundraisers and expenditures have been approved by the Organization.