

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 digital copies of the meeting minutes for three years in case of an audit by the state. It is especially important that you record meeting minutes when your club decides to spend money. **ASB now requires meeting minutes to be submitted with any Purchase Order Request.** 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: _____

Meeting Location: _____

Advisor: _____

Number of Members Attending Meeting (Print and sign names on back): _____

APPROVED PURCHASES		
Vendor	Item to be Purchased	Amount

*Please attach additional sheets if necessary. Be sure to submit a PO before purchasing.

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: _____
 Name Signature Date

Advisor or Coach overseeing meeting: _____
 Name Signature Date