

Club Meeting Minutes

Club Name: _____

Club President: _____

Date & Time of Meeting _____

Major business discussed (Upcoming Projects):

1. _____

2. _____

3. _____

If any financial or fundraising decisions were made, please explain:

1. _____

2. _____

Items to be placed on web calendar: _____

Average number of members at meetings: _____

Signature of Club Advisor _____

Please return this "Club Meeting Minutes" form to the folder/basket in the Activities Office or to the Club Commissioners by the last day of every month.