

Newbury Park High School Club Meeting Minutes

Submit an electronic copy to Mrs. Laina at elaina@conejousd.org

Club Name: _____

Club Advisor: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

This meeting was called to order by: _____

List the names of students in attendance.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minutes of the previous meeting (dated _____) were: ☐ read or ☐ corrected, and approved.

Motion by: _____ Second by: _____

Vote Count: _____ # of Yes Votes: _____ # of No Votes: _____

☐ Check this box if financials are involved in this meeting. Club expenses and reimbursements require votes.

The following invoices were submitted for payment (list below):

Payable To	\$ Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

Vote Count: _____ # of Yes Votes: _____ # of No Votes: _____

Communication & Reports:

Old Business:

New Business: ☐ Check this box if fundraisers are occurring, and list them including dates, times and locations in this section.

Submitted by: Club Secretary: _____

Signature

Date

Club Advisor: _____

Signature

Date