



LAHS Meeting Minutes Template

Club Name		Date of Meeting:	
Time Meeting Called to order:		Meeting Called to Order by:	

[Submit complete meeting minutes to ASB after each meeting here](#)

Clubs are required to meet at least once a month to maintain charter

1. SECTION 1: Attendance Report:

2. SECTION 2: Adoption of Minutes from Previous Meeting

Minutes previous meeting dated were read by the Secretary to recap meeting.

(Document approval or any corrections to the minutes.)

3. SECTION 3: Budget Update: *(Club must have a Proposed Budget Completed/updated; if club has \$0 budget, can skip this section)*

EXPENDITURES This MUST be mirror and submitted with the [Fund Pre-Approval Form](#)

Student: moved the club purchase the following items:

Expenditure Item/Service <i>(add rows below as needed for each item)</i>	Qty/ Amt	Responsible for Purchase <i>Amazon Purchases made by school, please link item</i>	For Pre-approval: Vendor / Store For Reimbursement: Payee	Rationale for purchase / Reason for purchase <i>What will the item/service be used for?</i>	Cost/Est. Cost
Total:					

Club Approval/Vote: In favor of the motion to spend \$ Against Motion to spend \$

INCOME

Source of Income	Amount
Total Income:	

5. SECTION 4: Agenda/ Presentations/ Reports *Include a brief overview of each item; add rows as needed*

Topic	Person(s) Leading	Notes (document discussion and topics covered in detail)

6. SECTION 5: Decisions/ Action Items *Include which members will complete which tasks; if decision includes a Fundraiser, complete and submit with Minutes the [Activity Request Form](#) with the [Fundraiser Form](#)*

Decision/Action Item	Person(s) Leading	Summary of Decision / Task Notes (document discussion and the final decision in detail - if a fundraiser explain what the club is fundraising for, the goal of funds raised, etc.)

7. SECTION 6: Items tabled or postponed until next meeting

Tabled/Postponed Item	Person(s) Leading	Notes (Include why each item was tabled)

NOTICE: The signatures below are only needed when these minutes will be attached to a request form. Please print as signatures must be physically signed; then scan and attach to request form.

We certify these were the record of the meeting held by the above named club/organization

Club Advisor Approval:

Date:

Club Student Rep Approval:

Date:

