



Thousand Oaks High School Club

Minutes

Prior to submitting minutes all clubs must have an approved Club Application on file in Activities.

Name of Club: _____

Meeting Date: _____ Meeting Time: _____ Number Attended _____

Meeting called to order by: _____

Old Business:

- _____

- _____

New Business:

- _____

- _____

- _____

All Approved Fundraisers must provide a Revenue Potential Form to the student store.

Approval of Spending:

- _____ For:
_____ NTE\$: _____
- _____ For:
_____ NTE\$: _____

Second by: _____

Check Request Approval: (purchase must be approved prior to check request)

(please submit a check request & receipts/invoice to student store Once signed by AP of Activities)

Check Payable To	Amount	Purpose of the Check

Motion by: _____ Second by: _____

Vote Count:_____ Number For:_____ Number Against:_____

Minutes submitted by:

Print Name: _____ Date: _____

Date: _____

Club Advisor Signature

Date: _____

Assistant Principal of Activities Signature

Meeting Attendees:

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