

**Rancho Alamitos High School
Club Meeting Minutes**

_____ Meeting Minutes _____
(Club Name) (Date)

1. Called to Order at: _____ by: _____

2. Attendance (attach separate sheet): _____

3. The minutes of the previous meeting were: - Read & Approved _____

(Check appropriate description)

- Corrected & Approved _____

4. Approved Disbursements:

Description (Vendor/ Purpose)

Amount

A. _____

A. _____

❖ Motion by: _____

Seconded by: _____

B. _____

B. _____

❖ Motion by: _____

Seconded by: _____

5. Old Business: -

-
-
-
-
-

6. New Business: -

-
-
-
-
-

7. Meeting Adjourned at: _____

Minutes Submitted by:

Secretary: _____
(Print/Type)

(Signature)

Club Advisor: _____
(Print/Type)

(Signature)