



LEIGH HIGH SCHOOL
 Campbell Union High School District
 5210 Leigh Avenue
 San Jose, CA 95124

Club Meeting Minutes

Name of Club: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

Presiding Officer: _____ Roll Call by: _____

of Members Present: _____ # of Members Absent: _____ (Meeting attendees on attached sign-in list)

The meeting was called to order by: _____

Agenda and Reports (add additional pages if necessary):

Old Business: _____

The minutes of the meeting dated _____ were read/corrected and approved.

Motion by: _____ Second by: _____

Number For: _____ Number Opposed: _____

New Business: _____

Treasurer's Report: _____

Event/Fundraisers approved (list below or attach separate list):

Event/Fundraiser Name	Date	Purpose of Event/Fundraiser

Motion by: _____ Second by: _____

Number For: _____ Number Opposed: _____

Purchase orders approved (list below or attach separate list):

Vendor Name	Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

Number For: _____ Number Opposed: _____

Announcements: _____

Action Items: _____

Motion to Adjourn:

Motion by: _____ Second by: _____

Number For: _____ Number Opposed: _____ Adjournment Time: _____

Submitted and Approved by:

	Print Name	Signature	Date
Student Club Representative			
Club Advisor			
ASB Student Representative			
Activity Director			

Reviewed by Banker (signature and date): _____

Signed official copy placed in club binder for official record on (date): _____