



WESTMONT HIGH SCHOOL
 Campbell Union High School District
 4805 Westmont Avenue
 Campbell, CA 95008

Associated Student Body Club Meeting Minutes

Name of Club: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

Kind of Meeting: Regular Special Other

The meeting was called to order by: _____

The minutes of the meeting dated _____ were read and approved (corrected and approved) on _____

Presiding Officer: _____ Roll Call by: _____

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

The following purchase orders were approved (list below or attach separate list):

Purchase Order #	Vendor Name	Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

The following fundraisers were approved and all paperwork (fundraiser approval and revenue potential) has been properly filled out (list below or attach separate list):

Date of Fundraiser	Purpose of Fundraiser	Estimated Fundraising Revenue (must equal revenue potential form)

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

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

Invoice #	Payable To	Amount	Purpose of Expenditure

The following deposits occurred for donations or fundraising events (list below or attach separate list):

Deposit Date	Funds Received From	Amount	Purpose of Deposit/Use of Funds

Other motions (i.e. Budget Changes, Account Corrections, etc.): _____

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

Communication and Reports (add additional pages if necessary):

Old Business: _____

New Business: _____

Unfinished Business: _____

Announcements: _____

Motion to Adjourn: _____

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____ Adjournment Time: _____

Submitted and Approved by:

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

Reviewed by Banker (signature and date): _____

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