

# **GUNN HIGH SCHOOL – ASSOCIATED STUDENT BODY**

## **Club Meeting Minutes**

Club Name: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_

Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

The minutes of the previous meeting were: \_\_\_\_\_ Read and Approved

\_\_\_\_\_ Corrected & Approved (as corrected)

The following requisitions were submitted for approval:

Vendor	Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion: \_\_\_\_\_ Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_

Communication and Reports: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Old Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTENDANCE: PLEASE LIST ATTENDEES ON BACK.

Submitted by Club Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

*Please continue on back of this form or attach additional information as needed.*