MINUTES

NAME OF ORGANIZATION

SCHOOL NAME

Date of Meeting

|  |  |
| --- | --- |
| CALL TO ORDER | President \_\_\_\_\_\_\_\_ called the meeting to order at \_\_\_\_\_\_ with the recitation of the pledge immediately following. Roll call/Attendance was taken (see attached sheet). |
| APPROVAL OF MINUTES | It was moved, seconded, and carried that the minutes of the last meeting be accepted as printed/read. |
| APPROVAL OF TREASURER’S REPORT | It was moved, seconded, and carried that the treasurer’s report be accepted as printed/read. |
| COMMITTEE REPORTS | Fundraising: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reported  Community Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reported  Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reported |
| OLD BUSINESS | (Report on any old business presented at the meeting. If any motions were made, they should be recorded here.) |
| NEW BUSINESS | (Report on any new business presented at the meeting. If any motions were made, they should be recorded here.)  . |
| ANNOUNCEMENTS | (Report any announcements that were made, if any. |
| ADJOURNMENT | The meeting adjourned at \_\_\_\_\_. The next meeting is scheduled for \_\_\_\_\_\_\_\_\_\_\_\_. |

Respectfully submitted,

Secretary’s Name

Secretary