



**DEL MAR HIGH SCHOOL**  
 Campbell Union High School District  
 1224 Del Mar Avenue  
 San Jose, CA 95128

## 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): \_\_\_\_\_