

# Club Meeting Minutes

**CLUB NAME:** \_\_\_\_\_

**Meeting Time/Date:** \_\_\_\_\_ **Facilitator:** \_\_\_\_\_

**Attendance:** (Please Attach Sign-in Sheet or Attendance Roster)

**Agenda:** (Topics discussed at meeting)

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**Fundraising:** (Record Fundraising Needs/Plans)

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**Voting:** (Record All Voting Results)

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**Old Business:**

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**New Business:**

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**Meeting adjourned at** \_\_\_\_\_ **Motioned by** \_\_\_\_\_ **Second by:** \_\_\_\_\_

\_\_\_\_\_  
**Club Officer (Signature)**

\_\_\_\_\_  
**Club Advisor (Signature)**