

School: _____ School Year: _____

Saddleback Valley Unified School District

CURRICULAR, NON-CURRICULAR & SERVICE CLUBS – MINUTES OF MEETING

Official Club Name: _____ Meeting Date: _____

1. Minutes

Minutes of the previous meeting were: ___ Read and Approved ___ Corrected and Approved as Corrected

2. Treasurers Report

(A copy of approved minutes must accompany all check requests authorizing disbursements of funds)

Donations Collected	Misc Income	Disbursements	Special Notes

3. Financial Business (Expected Disbursement Requests)

Vendor	Items Purchased	Amount	Approved	Denied

4. Fundraiser Report

Item 1: _____ Dates: _____

Item 2: _____ Dates: _____

Discussion/Action: _____

5. Committee Reports/Old or New Business

Discussion/Action: _____

6. Other

Discussion/Action: _____

Advisor/Monitor Signature _____ Date _____

Club Officer Signature _____ Date _____