

Madison High School

Date:-----

Meeting #

Meeting Minutes

1- Madison High School Club Name: -----

2- On ----- at Room-----@ -----am/p.m.

Attendance: "Current Attendance" Or attach club roster.

3- -----  
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4- The club is planning and approving (Please explain) :-----

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5- The approved expense or income from this meeting were \$-----

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6- Vote: AYE:----- NAY: ----- All in favor -----

Club is informed of costs via communication with Club Advisor and with Club President name:

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7- Unfinished Business: -----

8- Next Meeting: Tentatively scheduled for -----

9- Meeting Adjourned at ----- am/p.m.

Treasurer (Print name & sign)\_\_\_\_\_

Recorder/secretary\_\_\_\_\_

Club Advisor (Print name & sign) \_\_\_\_\_