

**COOLIDGE UNIFIED SCHOOL DISTRICT #21
STUDENT ACTIVITIES MINUTES ENTRY FORM
SECRETARY'S RECORD**

The _____ was called to order
(Club/Organization)
_____ on _____
(Time of Day)
by _____
(Name of Student Leader)

There were _____ members present.

List members in attendance: _____

Minutes of the previous meeting were approved as read (or as corrected): _____

The treasurer's report was given. The balance on hand was \$ _____ (attach written reports to minutes).

UNFINISHED BUSINESS:

Purpose of Unfinished Business: _____

Motion made by: _____ Voted For: _____ Voted Against: _____

Purpose of Unfinished Business: _____

Motion made by: _____ Voted For: _____ Voted Against: _____

New Business:

Purpose of New Business: _____

Motion made by: _____ Voted For: _____ Voted Against: _____

Purpose of New Business: _____

Motion made by: _____ Voted For: _____ Voted Against: _____

Meeting adjourned at (Date & Time): _____

Respectfully submitted by _____, Student Club Secretary

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Club Sponsor Signature

Date

PLEASE NOTE:

**THIS FORM MUST ACCOMPANY ALL FUND RAISING REQUESTS, PURCHASE ORDER REQUESTS, CHECK REQUESTS
AND TRANSFER OF FUNDS REQUESTS FOR ALL STUDENT ACTIVITY CLUB REQUESTS.**