

# CANYON CREST ACADEMY CLUB MINUTES

(THIS MAY BE REMOVED FROM THE PACKET AND KEPT FOR PERSONAL USE  
WHEN NEEDED)

**\*\*No Purchase Order will be approved by ASB council without minutes\*\***

**Name of Club** \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by \_\_\_\_\_

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

The following Purchase Orders were approved: *List below or attach separate listing*

<i>P.O. #</i>	<i>Vendor</i>	<i>Amount</i>	<i>Club</i>	<i>Purpose</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Motion by: \_\_\_\_\_ Second by \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following Invoices were submitted for payment: *List below or attach separate listing*

<i>Check #</i>	<i>Payable to</i>	<i>Amount</i>	<i>Club</i>	<i>Purpose</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

*New Club Business:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Submitted by:*

Secretary (or other student responsible for these minutes) :

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Advisor signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Meeting Attendees (all students present at meeting): *List below or attach separate listing*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_