

Encina Preparatory High School Student Body Meeting Minutes

The meeting was called to order by: _____
 Location of meeting: _____
 Date of meeting: _____ Time: _____
 Minutes of the previous meeting dated _____ were Read and Approved, Corrected and Approved.

OFFICERS PRESENT: _____

ACTIVITY AND CALENDAR REQUEST: The following were approved (list or attach a separate list)

EVENT	DATE	PURPOSE
Cookie Dough Sale	7/1 - 7/2/03	Fundraising for prom - EXAMPLE
1.		
2.		
3.		

Motion by: _____ Seconded by: _____
 Vote count: _____
 Number for _____ Number Opposed _____

CHECK REQUEST/PURCHASE ORDER (The following invoices or receipt submitted for payment)

PAYABLE TO	AMOUNT/ NOT TO EXCEED	ITEMS PURCHASED
A to Z Fundraising	\$200	10 containers of cookie dough @ \$20 each box - EXAMPLE
1.		
2.		
3.		

Motion by: _____ Seconded by: _____
 Vote count: _____
 Number for _____ Number Opposed: _____

Old Business:

New Business:

Respectfully Submitted: _____ (club Secretary)

Signature of Advisor: _____ Date: _____

Instructions:

1. Fill out completely and obtain all necessary signatures using first and last names of all members.
2. Attach **original** meeting minutes to the request form
3. Retain copy for your club file
4. **MUST ATTACH A LIST OF ALL CLUB MEMBER IN ATTENDANCE WITH FIRST AND LAST NAMES. ATTENDANCE SHEET ON BACK OF MINUTES**

*All forms requested without complete meeting minute will be returned