

Azusa High School

Name of Club/Organization

Formal Meeting

I. Meeting called to order at: _____ : _____ on _____ / _____ / _____ by _____

II. Attendance Sign In: _____

Absent Members: _____

III. Reading of the minutes by: _____ for _____ / _____ / _____ 1st _____ 2nd _____

IV. Reading of the vouchers by: _____

Invoices Paid Since Last Mtg	To	For	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. Committee Reports

	First	Second
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. Old Business

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VII. New Business

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VIII. Announcements

_____	_____
_____	_____
_____	_____
_____	_____

IX. Meeting Adjourned

1st	_____	2nd	_____
-----	-------	-----	-------

Minutes Submitted by: _____

