MINUTES
NAME OF ORGANIZATION
SCHOOL NAME
Date of Meeting

CALL TO ORDER	President _____ called the meeting to order at _____ with the recitation of the pledge immediately following. Roll call/Attendance was taken (see attached sheet).
APPROVAL OF MINUTES	It was moved, seconded, and carried that the minutes of the last meeting be accepted as printed/read.
APPROVAL OF TREASURER'S REPORT	It was moved, seconded, and carried that the treasurer's report be accepted as printed/read.
COMMITTEE REPORTS	Fundraising: _____ reported Community Service: _____ reported Education: _____ reported
OLD BUSINESS	(Report on any old business presented at the meeting. If any motions were made, they should be recorded here.)
NEW BUSINESS	(Report on any new business presented at the meeting. If any motions were made, they should be recorded here.) .
ANNOUNCEMENTS	(Report any announcements that were made, if any.
ADJOURNMENT	The meeting adjourned at _____. The next meeting is scheduled for _____.

Respectfully submitted,

Secretary's Name
Secretary