



Rancho Bernardo High School ASB Club Meeting Minutes

Organization/Club: _____

1. Date & Time of Meeting: _____
2. Location of Meeting: _____
3. Kind of Meeting (circle one): Regular Special Officer Other
4. Meeting called to Order by (student name) _____
5. # of members present: _____
6. Minutes of previous meeting were: _____ Read & approved
 _____ Corrected & approved

7. The following purchase orders/financial requisitions/expensitures/reimbursements were approved: (shirts, food, activities, etc.)

VENDOR	PURPOSE	AMOUNT

Motion by: _____ Second by: _____

Vote Count: _____ Number for: _____ Number Opposed: _____

8. Old Business:

9. New Business:

10. Submitted to ASB by (student): _____

11. Advisor Signature: _____