Appendix D

GUNN HIGH SCHOOL – ASSOCIATED STUDENT BODY
Meeting Minutes

Club Name: _____

The meeting was called to order by: _____

Location: _____

Date and Time: _____

The minutes of the previous meeting were: _____ Read and Approved

_____ Corrected & Approved (as corrected)

The following requisitions were submitted for approval:

Vendor	Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion: _____ Moved by: _____ Seconded: _____

Communication and Reports: _____

_____

_____

Old Business: _____

_____

_____

New Business: _____

_____

_____

_____

_____

ATTENDANCE: PLEASE LIST ATTENDEES ON BACK.

Submitted by Club Secretary: _____Date: _____

Please continue on back of this form or attach additional information as needed.