**Woodinville High School**

**Club/Class Meeting Minutes**

***(Must include motions and votes on fundraisers and expenditures)***

|  |
| --- |
| **I. MEETING DETAILS** |
| Club Name: |  |
| Date of Meeting: |  |
| Place of Meeting: |  |
| The meeting was called to order at (time): |  |
| By (name of student/title): |  |

|  |
| --- |
| **II. ATTENDANCE** |
| Advisor(s): |  |
| Member(s): |  |
| Guest(s): |  |

|  |
| --- |
| **III. APPROVAL OF PREVIOUS MEETING MINUTES** |
| Minutes of previous meeting: | ( ) Approved ( ) As Amended ( ) Not Approved |
| Comments: |

|  |
| --- |
| **IV. OLD BUSINESS** |
| Comments: |

|  |
| --- |
| **V. NEW BUSINESS** |
| Comments: |

|  |
| --- |
| **VI. EXPENDITURES** |
| Comments: |

|  |
| --- |
| **VII. FUNDRAISERS** |
| Comments: |

|  |
| --- |
| **VIII. ANNOUNCEMENTS** |
| Comments: |

|  |
| --- |
| **X. ADJOURNMENT** |
| Time: |

*Minutes respectfully submitted by:*

Student Recorder’s Name:

(Email completed minutes to whsasb@nsd.org for retention.)