ASB Leadership Meeting Minutes

Meeting Date:		Meeting Time:		Meeting Location:		
Call to order:	Motion by:		Second	by:		
he previous mee	eting minutes w	vere read & approve	ed (corrected &	approve	d):	
Previous Meeti	ng Date:					
Лembers Pres	<u>ent:</u> (Attach A	SB Meeting Attende	ees)			
urchase Orde	er Requests					
he following pu	rchase order re	quests were approv	ved (list below o	r attach	separate list	ing):
PO #	Vendor Na	Vendor Name Brief Description		n	Amount	Club
					,	
Un	Approved by		olete if Not Approv	ed by Una	nimous Conse	nt

Motion by:

Vote Count

Number For:

(circle one)

No

Yes

Second by:

Number Opposed:

Check Requests

The following invoices submitted for payment, were approved (list below or attach separate listing):

Check # (to be assigned)	PO #	Payable To	Brief Description	Amount	Club

	Approved by Unanimous Consent (circle one)		Complete if Not Approved by Unanimous Consent					
			Motion by:		Second by:			
	Yes No		Vote Count	Number For:		Number 0	Opposed:	

Fundraising Activities Requests

The following fundraising activities requests were approved:

Club	Fundraiser Name	Proposed Date(s)	Brief Description	Revenue Potential (Est. Revenues - Est. Expenses)

Approved by Unanimous Consent		Complete if Not Approved by Unanimous Consent					
(circle one)		Motion by:		Seco	nd by:		
Yes No		Vote Count	Number For:		Number Opposed:		

Old Business: New Business: Other Business: **Committee Reports:** Name of Committee: Name of Committee: Name of Committee: Name of Committee:

Reports

Financial Reports

Cash Receipts	Cash Disbursements	Club Account	Encumbered	As of (DATE)
Total	Total	Balance	Balance (Open PO's)	

Budget Revisions:							
Adjourned:	Motion by:		Second by:		Time:		
Respectively	Submitted:						
ASB C	Officer Signati	ıre:		Date: _			
ASB Advisor Signature: Date:							
Minutes Reviewed By:							

Attachments:

- ASB Meeting Attendees List
- Student Club Meeting Minutes
- All Purchase Order Requests (ASB Leadership & Student Clubs)
- All Check Requests (ASB Leadership & Student Clubs)
- All Fundraising Activities Requests (ASB Leadership & Student Clubs)

Principal/Admin Signature: _____

• Any ASB Committee Report attachments (as indicated in the Committee Reports section)