

**Miami Norland Senior High School
Club Minutes 2013-2014**

(Please, type or print neatly)

Name of Organization: _____

Sponsor: _____

Name of person preparing this report: _____

Date: _____

General Meeting	Officer Meeting
# Present	# Present
# of Guests	Sponsor Present

- I. Call to order
A. Time Meeting started _____
B. Who called the meeting order? _____
- II. Reading of Last Meeting Minutes, read by secretary
- III. Treasurer's Report
A. Present Balance _____
B. List of expenditures since last report _____

- IV. Old Business
A. : _____

B. : _____

C. : _____

- V. New Business
A. : _____

B. : _____

C. : _____

D. : _____

E. : _____

- VI. Adjournment
A. Time meeting ended _____
B. Who called the meeting to a close? _____

****Minutes should be turned in to the Activities Office so that both the organization and Activities can keep up with the Club/Organization's progress.**

**** This is just an example. Please retype if you need more room.**