

## Student Council Meeting Minutes

1. This meeting was called to order by \_\_\_\_\_
2. Type of meeting (e.g., regular, special, etc.) \_\_\_\_\_
3. Location of meeting \_\_\_\_\_
4. Date and time of meeting \_\_\_\_\_
5. The minutes of the previous meeting held on \_\_\_\_\_  
were read and approved \_\_\_\_\_ Corrected and approved \_\_\_\_\_

### ACTION FOR APPROVAL ITEMS:

6. The following Prior Approval For Expenditure Forms were approved (list individually below, attach separate list or attach copies: Note: Spending may not take place before prior approval.

| ASB or Club | Vendor | Amount | Purpose |
|-------------|--------|--------|---------|
| a.          |        |        |         |
| b.          |        |        |         |
| c.          |        |        |         |
| d.          |        |        |         |
| e.          |        |        |         |
| f.          |        |        |         |
| g.          |        |        |         |

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

### Student Council Meeting Minutes (Continued)

7. The following activities were approved (list individually or attach Activity and/or Fundraiser application:

| Approved date(s) of Activity | Name of Club/Trust | Description of Activity |
|------------------------------|--------------------|-------------------------|
| a.                           |                    |                         |
| b.                           |                    |                         |
| c.                           |                    |                         |
| d.                           |                    |                         |
| e.                           |                    |                         |
| f.                           |                    |                         |
| g.                           |                    |                         |

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

8. The following Charters were approved (list individually):

| Name of Club/Organization | Description of Activity | Budget Included | Student Roaster Included |
|---------------------------|-------------------------|-----------------|--------------------------|
| a.                        |                         |                 |                          |
| b.                        |                         |                 |                          |
| c.                        |                         |                 |                          |
| d.                        |                         |                 |                          |
| e.                        |                         |                 |                          |
| f.                        |                         |                 |                          |
| g.                        |                         |                 |                          |

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

## Student Council Meeting Minutes (Continued)

### DISBURSEMENTS:

9. The following invoices were paid (list below or attach ASB Works Checks Report):

| Check Number | Payable To | Amount | Club | Check Request Submitted Y/N |
|--------------|------------|--------|------|-----------------------------|
| a.           |            |        |      |                             |
| b.           |            |        |      |                             |
| c.           |            |        |      |                             |
| d.           |            |        |      |                             |
| e.           |            |        |      |                             |
| f.           |            |        |      |                             |
| g.           |            |        |      |                             |

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

10. Other important matters discussed; e.g., Spend down plan, donations, club carryover forms, student awards, etc. (attach summary or copies).

11. Communications and Reports (attach summary)

12. Old Business (attach summary)

13. New Business (attach summary)

Attach list of all present at meeting including students, staff members and guests.

Meeting adjourned at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Signature of Secretary