**Mission Hills High School Club/Team Minutes**

Name Of Club/Team:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time:\_\_\_\_\_\_\_\_\_\_\_

The meeting was called to order by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Minutes of the meeting date\_\_\_\_\_\_\_\_\_\_\_\_\_ were read and approved.

Purchases:

 Vendor Amount Purpose of Purchase

1.
2.

Old Business:

New Business:

Club Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature and Date

Staff Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature and Date

Meeting Attendees (list below or attach a separate listing):