

Booster Club Meeting Minutes

YOUR BOOSTER CLUB NAME

Meeting Date:

Meeting Location:

PRESENT: List names present at meeting

I. CALL TO ORDER

The meeting was called to order by (name of person) at AM.

II. APPROVAL OF THE MINUTES

(Name) moved to approve the minutes of the (month/date) meeting. The motion was seconded.

The minutes were accepted as presented.

III. ADMINISTRATIVE REPORT

A. Acknowledgements

List name of person and the acknowledgements they gave.

IV. OFFICER,'S REPORT

A. Treasurer's Report

Year end financial statements were distributed and reviewed.

B. Grants

If any discuss status

V. COMMITTEE REPORTS

A. Name of each committee

Information discussed and shared for each

VI. OLD BUSINESS

A. Budget

Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

VII. NEW BUSINESS

Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

There being no further business the meeting adjourned at AM.

Respectfully Submitted,

Name and title of secretary