

Booster Club/PTO Meeting Minutes

Club Name: _____ Date & Time: _____

The meeting was called to order by: _____

The minutes of the previous meeting were:

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Read and Approved

Corrected and Approved (as corrected)

The following purchases are requested for approval:

Vendor	Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion: _____ Moved by: _____ Seconded: _____

Communication and Reports: _____

Old Business: _____

New Business: _____

Attendance (*Name & Title*):

_____	_____
_____	_____
_____	_____
_____	_____

Approved by President: _____ Date: _____

Approved by Secretary: _____ Date: _____

Please continue on back of this form or attach additional information as needed.