

**El Camino College
Student Organizations
Meeting Minutes Form**

Organization Name: _____

Meeting Date: _____ Meeting Time: _____

Location: _____ Recorder Name: _____

Attendees: _____

Finance Items

Person/organization to be reimbursed	Amount	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposal: Use club funds to reimburse those above the full amount. Vote: _____

Agenda Item 1: _____

Proposal: _____

_____ **Vote: _____**

Agenda Item 2: _____

Proposal: _____

_____ **Vote: _____**

Agenda Item 3: _____

Proposal: _____

_____ **Vote: _____**

Agenda Item 4: _____

Proposal: _____

_____ **Vote: _____**

Minutes Verified and Signed By:

Club President: _____ Club Advisor: _____