[SCHOOL] Key Club Meeting

California-Nevada-Hawaii District

Key Club International

[Date]

1. Call to Order \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * 1. Meeting Led By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Attendance
3. Old Business
   * 1. First Item of Business
        1. Notes
     2. Second Item of Business
        1. Notes
4. New Business
   * 1. First Item of Business
        1. Notes
     2. Second Item of Business
        1. Notes
5. Open Floor
6. Adjournment

Minutes Approved by Club President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes Approved by Club Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes Approved by Club Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance Report

Attendance was taken by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position