

**Downey High School
Class/Club/Organization Minutes Form**

Name of Organization: _____

Meeting Date: _____ Meeting Time: _____ - _____ Location: _____

The meeting was called to order by (executive officer): _____

The minutes of the meeting dated _____ were read and approved (corrected and approved).

Advisor Present: _____

1.0 Report of Officers: _____

2.0 Treasurer's report (financial report/fundraising): _____

3.0 Unfinished Business: _____

4.0 New Business: _____

