**Template for Meeting Minutes**

Minutes for Sal B. High School’s Key Club Meeting

1:45pm, Wednesday, August 15, 2012

Call to Order:

President Emily called the meeting to order at 1:45pm. (The President usually calls the meeting to order, but if the President is not at the meeting then have seconded in command call the meeting to order.)

Pledge:

Vice President Danielle led the Pledge of Allegiance. (Anyone can lead the Pledge of Allegiance.)

Welcome:

President Emily welcomed everyone to the meeting.

Icebreaker:

President Emily instructed everyone about the icebreaker. (You can give the title of the icebreaker and a description if you wish.)

Introduction to Keynote Speaker:

President Emily introduced the Keynote speaker. The Keynote speaker was Lt. Governor Ted Adams. (The Keynote or guest speaker can speak at any time during the meeting.)

Keynote Speaker:

Lt. Governor Ted gave his remarks. (You can either write what the Keynote speaker talked about or you can just state that they gave their remarks.)

Old Business:

President Emily addressed the success of last week’s service project “PB&J.” She announced that 12 members attended and over five hours of service. She also informed everyone that over 200 PB&J sandwiches were made. (Note all the details of the service projects. Also note if any key club members attended Divisional Council Meetings, Kiwanis meetings or other district events. If you list all the details of the service project then it will make filling out the service project boxes on the Pride Report easier.)

Upcoming Events:

President Emily reported on the upcoming Kiwanis launch (Date, time and any other information), Divisional Council Meeting (Date, time and any other information), and service projects (Date, time and any other information). (You can list in bullet format.)

Other Announcements:

* President Emily then announced that there will be a social right after the meeting, and that you can sign-up for the upcoming service projects. (You can list in bullet format all the announcements made.)

Key Club Pledge:

Editor Brittany led the Key Club Pledge. (Anyone can lead the Key Club pledge.)

Adjournment:

President Emily adjourned the meeting at 3:00pm. (Who ever called the meeting to order usually adjourns the meeting as well.)

Tips for reporting club minutes

* Minutes should always be in the past tense.
* Always refer to a person by the same title throughout the minutes. For example Emily was referred to President Emily throughout the minutes.
* Make sure to note the time when the meeting was called to order and adjourned.
* Agenda may vary due to your club, but this is a standard agenda to base your minutes off of.