

**GROUP**

**“START-UP”**

**PACKET**

**For new or established groups**

**Includes:**

**Meeting Minute Form**

**Officer Roster**

**Budget Worksheet**

**Budget**

**Financial Journal**

\_\_\_\_\_ HIGH SCHOOL

Associated Student Body

MEETING MINUTES

\_\_\_\_\_ GROUP

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance: Officers: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Members # \_\_\_\_\_

Advisors: \_\_\_\_\_

Guests # \_\_\_\_\_

(place names of members and guests in attendance on the attached sheet)

PREVIOUS MINUTES presented/not presented (circle one)

Motion: \_\_\_\_\_ (Read and approved or corrected and approved)

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

FINANCIAL REPORT presented/not presented (circle one)

Motion: \_\_\_\_\_ (Read and approved or corrected and approved)

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

OLD BUSINESS

(unfinished from previous meetings)

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Motion: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Motion: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Motion: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

NEW BUSINESS: (For purchases: Notes **MUST** include Vendor, item, purpose, & prices)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote \_\_\_ / \_\_\_

(Attach additional sheets if necessary)

MOTION TO ADJOURN by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: \_\_\_ / \_\_\_ Meeting adjourned at: \_\_\_\_\_

MINUTES SUBMITTED by: \_\_\_\_\_ Date: \_\_\_\_\_

COPY of minutes to: Group involved & Finance Office







# HIGH SCHOOL STUDENT BODY BUDGET

\_\_\_\_\_  
Year

Club	Advisor
<b>INCOME</b> (Estimated)	
8820 TICKETS SPORTS-O-RAMA.....	\$ _____
8821 SHIRTS SPORTS-O-RAMA .....	\$ _____
8822 SHIRTS OTHER.....	\$ _____
8823 HATS/JERSEY etc.....	\$ _____
8825 FIELD TRIPS.....	\$ _____
8830 SALES—CANDY.....	\$ _____
8831 SALES—DANCE.....	\$ _____
8832 SALES—GATE.....	\$ _____
8835 SALES—OTHER FUNDRAISING.....	\$ _____
8836 SALES—PUBLICATION.....	\$ _____
8837 SALES—P.E. CLOTHES.....	\$ _____
8838 SALES—TICKETS (OTHER THAN DANCE OR GATE).....	\$ _____
8839 SALES—UNIFORMS.....	\$ _____
8842 SALES—VENDING.....	\$ _____
8843 SALES—YEARBOOK.....	\$ _____
8845 SALES—RECYCLE.....	\$ _____
8846 YEARBOOK—STUDENT ADS.....	\$ _____
8847 YEARBOOK—DIAPERS TO DIPLOMA ADS.....	\$ _____
8848 SALES—OTHER.....	\$ _____
8877 TOURNAMENTS RECEIPTS/PLAYOFFS.....	\$ _____
8879 FEES.....	\$ _____
8880 OTHER INCOME.....	\$ _____
8885 FINES.....	\$ _____
8890 DONATIONS.....	\$ _____
8891 ADVERTISING REVENUE.....	\$ _____
8892 BANQUET REVENUE.....	\$ _____
8893 CAMP REGISTRATION.....	\$ _____
8894 CONCESSIONS/ SNACK BAR.....	\$ _____
8898 HOMECOMING REVENUE.....	\$ _____
8899 STUDENT BODY CARDS.....	\$ _____
_____.....	\$ _____
_____.....	\$ _____
<b>TOTAL</b> .....	<b>\$ _____</b>
 CARRY OVER FROM PREVIOUS YEAR.....	 \$ _____
 <b>TOTAL INCOME</b> .....	 <b>\$ _____</b>

**\*CONSTITUTION from prior year approved as stands.\***  
 (please sign here if this applies)                      (If this does not apply, please attach revisions.)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Advisor

Expenditures (estimated)

4110 Officials.....	\$ _____
4120 Security.....	\$ _____
4130 Timers/Scorers/Announcers.....	\$ _____
4140 Doctor.....	\$ _____
4170 Set up/Clean up.....	\$ _____
4310 Fees/Entry.....	\$ _____
4320 Fees/Professional.....	\$ _____
4330 Fees/Stadium.....	\$ _____
4335 Field Trip—Expenses.....	\$ _____
4578 Supplies—Other.....	\$ _____
4579 Subscription.....	\$ _____
4580 Supplies—Medical.....	\$ _____
4600 Bus/Transportation.....	\$ _____
4610 Repairs and Maintenance.....	\$ _____
4801 Candy Purchases.....	\$ _____
4802 Other Fundraisers.....	\$ _____
4803 Uniforms/P.E.....	\$ _____
4804Uniforms/Apparel/Specialized.....	\$ _____
4810 Awards.....	\$ _____
4811 Grad Expenses.....	\$ _____
4812 Homecoming.....	\$ _____
4813 Vending Expenses.....	\$ _____
4814 Yearbook/Newspaper Subsidy.....	\$ _____
4820 Special Activities.....	\$ _____
4822 Ambulance.....	\$ _____
4823 Banquet Expense/Dance Expense.....	\$ _____
4825 Decorations.....	\$ _____
4826 Entertainment/DJs.....	\$ _____
4827 Other Activities.....	\$ _____
4829 Refreshments.....	\$ _____
4833 Postage.....	\$ _____
4834 Printing Expense.....	\$ _____
4838 Rallies.....	\$ _____
4840 Tournament/Other Expense.....	\$ _____
5294 Conference/Registration Fees.....	\$ _____
6490 Other Equipment.....	\$ _____
_____.....	\$ _____
_____.....	\$ _____
TOTAL.....	\$ _____
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Total estimated income.....	\$ _____
Total estimated expenditures.....	\$ _____
Remaining Balance (minimum \$25.00).....	\$ _____

Approved Signatures:                      Sign Here                                              Print Here

President \_\_\_\_\_

Vice President \_\_\_\_\_

Advisor \_\_\_\_\_

Date: \_\_\_\_\_

