

Meeting Report Form



Make a copy of this form for every meeting and use it to keep notes. If necessary, work with the secretary to verify your information. Refer to this form when writing club meeting reports for the newspaper.

Name of news reporter: _____

Name of club: _____

Meeting date, time, and location: _____

Number of members present: _____ Number of guests present: _____

Pledges led by: _____

Roll call (*taken by* and any special format used): _____

Committee reports: _____

Unfinished business: _____

New business: _____

Advisor reports: _____

Demonstrations, speakers, other topics: _____

Recreation: _____

Date, time, and location of next meeting: _____