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: _______________________________________________