**[Insert School Name] Key Club Board Meeting**

**California-Nevada-Hawaii District**

**Key Club International**

**[Insert Date]**

1. Call to Order: [insert time] Adjournment: [insert time]
	1. Meeting led by [insert name]
	2. Pledge of Allegiance [insert name]
	3. Key Club Pledge [insert name]
	4. Introduction of Guests [insert name(s)]
	5. Quorum Present [Yes or No]
2. Attendance- see attached sign in sheet
3. Old Business
	1. [Insert Old Business (i.e.: past events, reviewing the week, etc.)]
	2. [Insert Old Business]
4. New Business
	1. [Insert New Business (i.e.: upcoming events, planning, etc.)]
	2. [Insert New Business]
5. Open Floor
6. Adjournment

Minutes Approved by Club President [President Signature]

Minutes Approved by Club Secretary [Secretary Signature]

Minutes Approved by Faculty Advisor [Faculty Adviser Signature]

**Attendance**

Attendance for this Board meeting was completed by [insert your name] .

\*This attendance sheet is used for **present** officers, Kiwanis, and guests only.

Officers

President [insert President’s name]

Vice President 1 [insert Vice President’s name]

[Vice President 2] [insert Vice President’s name]

[Vice President 3] [insert Vice President’s name]

Secretary [insert Secretary’s name]

Treasurer [insert Treasurer’s name]

Editor 1 [insert Editor’s name]

[Editor 2] [insert Editor’s name]

Advisors

Faculty Advisor [insert Faculty Advisor’s name]

Kiwanis Advisor [insert Kiwanis Advisor’s name]

Guests

[insert guest’s name]

[insert guest’s name]