

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

**SITE:** \_\_\_\_\_

**ASSOCIATED STUDENT BODY MINUTES (ASB)**

**I.** The meeting was called to order by \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
(name) (title) (time)  
\_\_\_\_\_ on \_\_\_\_\_.  
(location) (date)

**II.** Students in attendance – listed by name and title (required information):

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**III.** Minutes of previous meeting dated \_\_\_\_\_ were read by \_\_\_\_\_ and were \_\_\_\_\_ approved.  
(name & title)  
\_\_\_\_\_ corrected and approved.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Count: \_\_\_\_\_ / \_\_\_\_\_  
(for) (opposed)

**IV.** The purchase orders listed below were approved (each P.O. on an additional list must be signed and dated):

P.O.#	Vendor	Amount	Club/Account	Purpose

The invoices listed below were submitted for payment (each invoice on an additional list must be signed & dated):

Check#	Vendor	Amount	Club/Account	Purpose

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Count: \_\_\_\_\_ / \_\_\_\_\_  
(for) (opposed)

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

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**ASSOCIATED STUDENT BODY MINUTES (ASB)**

**V. Communications and Reports:**

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**VI. Old Business Detail:**

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**VII. New Business Detail:**

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**VIII.** Being no further business to discuss, motion to adjourn was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, ASB President closed the meeting at \_\_\_\_\_ (time).

**IX.** ASB Secretary: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

ASB Advisor: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)