

SAMPLE AGENDA

Club Name & Logo (If Applicable) Agenda

Date

- I. **Call to order**
- II. **Pledge of Allegiance (if applicable)**
- III. **Roll Call**
- IV. **Approval of Minutes of Last Meeting**
- V. **Icebreaker (if applicable)**
- VI. **Treasurer's Report:**
- VII. **Club Goal Updates**
 - a. Issue
 - i. Update item
 - ii. Question for group
 - b. Issue
- VIII. **New Business**
 - a. Allocations (if there are any)
 - i. Request 1 • \$200
 - ii. Request 2 • \$50
 - b. New business Item (Committee Report)
 - c. New business Item (Question or Idea from Members)
- IX. **Old Business**
 - a. Item not finished last meeting—Needed more information; Tabled Items
 - b. Debrief of event that occurred since the last meeting
- X. **Open Forum**
- XI. **Adjournment**