

# 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: \_\_\_\_\_