

# **{Club Name Here} Agenda**

Date

Time

Location

- 1.0 Attendance/Roll Call
- 2.0 Review of last week's minutes
- 3.0 Announcements
  - 3.1 Job Fair Next Week
  - 3.2 Finals Week is coming, no meeting March 25
- 4.0 Executive Board/Committee Reports
  - 4.1 President's Report
  - 4.2 Treasurer Report
    - 4.2.1 Request for \$25 for thank you cards and gifts for last event
    - 4.2.2 Request for \$300 for local conference fees
  - 4.3 Service Officer Report
    - 4.3.1 Service Project Ideas
- 5.0 Old Business
- 6.0 New Business
- 7.0 Responsibility Sign-Up
- 8.0 Comments, Questions, Concerns
- 9.0 Time to Socialize
- 10.0 Adjourn

