**Sample Forms for Student Council Meetings**

**Guide for Agenda**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Council Agenda

Date

Welcome and Call to Order

Roll Call

Approval of Agenda

Approval of Minutes from Previous Meeting

Officer Reports to include a financial report

Committee Reports

New Business

Unfinished Business

Action Items

Announcements

Adjournment

**Guide for Minutes**

(Minutes are a record of what was done, not what was said. Minutes should be maintained for the entire calendar year. If policy was changed, constitution was revised, etc., those minutes should be kept as a permanent record.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Council

Minutes for \_\_\_\_\_\_\_\_ (date)

(Your minutes will follow your meeting agenda.)

Those present/absent

Minutes read/approved

Financial Report

Other essential reports

Motions and Results

Announcements to include date of next meeting

Time of adjournment

Signature of secretary

**Guide for Financial Report**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Council

Financial Report for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Balance as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income

 Name of event/project, etc. and among

Monies Disbursed

 Name of project/purchase, etc.

Current balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_