



## Extracurricular Club & Activity Monthly Reporting Form

**Directions:** All K-12 club/activity advisors must complete and submit this Monthly Reporting Form to their building principal by the 5<sup>th</sup> of each month for the preceding month. (Example: December’s report must be submitted by January 5<sup>th</sup>.)

Club/Activity: \_\_\_\_\_ Advisor(s): \_\_\_\_\_

Date	General Meeting Description (practice, competition, etc.) and/or Planning/Prep	Meeting/Event Location	Start Time	End Time	Number of Students in Attendance

If no meetings were held during a particular month, please check here: \_\_\_\_\_

**Meeting Minutes:**

- Minutes must be typed and stapled to this form before submitting them to the building principal/assistant principal.
- Minutes must include the following items (as applicable): discussion, votes taken, voting results, fundraising discussions, approval of expenditures, items for follow-up, requests, and any other pertinent information.
- Minutes must be signed by the club secretary (student) and club advisor (employee).

\_\_\_\_\_  
Club Secretary (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor (employee)

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Principal/Assistant Principal

\_\_\_\_\_  
Review Date