



Meeting Report Form

Reporter Name _____ Phone # _____

Club Name _____

Meeting Date _____ Location _____

Number present: Members _____ Leaders _____ All Others _____

Meeting was led by _____

Pledges recited and led by _____

Songs and led by _____

Roll call was led by _____

Roll call activity _____

Committee reports

Unfinished Business discussed and any important details



New business discussed and any important details

Guest Speakers or Other Activities & details (show & tell, special projects worked on, etc.)

Recreation activities and led by _____

Next meeting date, time, and location _____

Photo activity _____

Names of persons in photo (left to right, row by row) _____

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