

Reports are due on the 15th of each month.

Advisor's Report	Due: November	
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Group Name: _____

Advisor(s): _____

Meeting Dates: (Attach minutes for each meeting)

* All donations must be recorded in the minutes.

(list meeting dates on this _____)

Activity (ies) held during September and October

Date: _____ Activity: _____

Fundraiser(s) held during September and October:

Date: _____ Fundraiser: _____ Profit: _____ #Attended: _____

Finances as of November 1, 2021

_____ Balance in checking

_____ Treasurer Reconciliation: Have the treasurer take the treasury ledger to Business office. The business office will initial here when this has been done. The business office will need a Profit and Loss Statement for any fundraiser you have held during this time period.

Turn in a calendar of events for the school year for your club/class with meeting dates and events with this report.

Your class **service project** this year will be _____ ?

Advisor's Report	Due: January	
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Group Name: _____

Advisor(s): _____

Meeting Dates: (Attach minutes for each meeting)

* All donations must be recorded in the minutes.

(list meeting dates on this _____)

Activity (ies) held during November, December, and January

Date: _____ Activity: _____

Fundraiser(s) held since October 31:

Date: _____ Fundraiser: _____ Profit: _____ #Attended: _____

Finances as of January 31, 2022

_____ Treasurer Reconciliation: Have the treasurer take the treasury ledger to the business officer. The business officer will initial here when this has been done. The business office will need a Profit and Loss Statement for any fundraiser you have held during this time period.

Advisor's Report

Due: June

Group Name: _____

Advisor(s): _____

Meeting Dates: (Attach minutes for each meeting)

* All donations must be recorded in the minutes.

Activity (ies) held since January 31:

Date: _____ Activity: _____

Fundraiser(s) held since January 31:

Date: _____ Fundraiser: _____ Profit: _____ #Attended: _____

Finances as of June 17, 2022

_____ Balance in checking

_____ Treasurer Reconciliation: Have the treasurer take the treasury ledger to the business officer . The business officer will initial here when this has been done. The business office will need a Profit and Loss Statement for any fundraiser you have held during this time period.

Student Officers for 2021-2022 School Year:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Student Council Representatives: (2)

Character Ed Council Representatives: (2)

