**ASTRA Club of \_\_\_\_\_\_\_\_**

**AGENDA (Sample)**

**Date**

**Ability - Service - Training - Responsibility - Achievement**

I.  Call to Order and Welcome: *President*

II. Introduction of Guests: *President*

III. Secretary's Report: *Secretary*

1. Correspondence received
2. Meeting Minutes presented for approval
3. Reminder to write on thank you cards

IV. Treasurer's Report: *Treasurer*

1. Income and Expenditures since last meeting

    B.  Balance: $\_\_\_\_

V. Membership Report: *Membership Co-Chairs*

    A. Welcome new members; turn in membership forms and parent permission forms

    B. Membership count: \_\_\_\_

    C. Happy Birthday to members

VI. Program: Guest Speaker: *Program Co-Chairs*

    A. Introduce speaker

    B. Questions

VII. Committee Meetings and Committee Reports: *Committee Co-Chairs*

1. Service
2. Membership
3. Fundraising
4. Publicity
5. Programs
6. Other:

VIII. New Business: *President*

1. *(list new business items)*

IX. Voting Items: *President (\*Note: voting can be scheduled on agenda after each committee discussion item or can occur as a separate agenda item after all discussions are completed)*

1. *(list voting items such as amount of funds to allocate to project)*

XI. Upcoming Service Projects and Service Signups: *Service Co-Chairs*

1. *(list upcoming service projects)*

XII. Announcements: *President*

1. *(list announcements)*
2. *Next Meeting*:

XIII. Benediction:

*May we go forth with high ideals to greet our fellow man,*

*Be true to all ASTRA aims until we meet again.*

XIII. Adjournment

*(revised 10/2020)*