



SADD Club Meeting Agenda

School:

Date:

- Old Business
 - *Briefly go over what was discussed at the last meetings- any important information, dates, topics*
 - *If there is no old business, then you don't have to have this on the agenda*
- New Business
 - *What you need to go over this meeting- it might be a continuation of the last meeting's topics. This should be any new ideas, events, schedules, Details*
- Calendar
 - *Go over any important upcoming dates*
- Open Discussion
 - *Any ideas that someone might have regarding a new event or idea*
 - *This would be a good time to go over anything that is impacting the school- make sure to stay on topic*
- Next Meeting Date
 - *Make sure you remind them of the next meeting date, time, and location*

You can attach this to your monthly reports to justify what has been going on in your narrative



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Date:

Name	Grade

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