



Esther Funds Foundation, INC.

Collegiate Chapter

“Working to prevent college dropouts”

OFFICIAL CHAPTER MEETING MINUTES TEMPLATE REQUIRED FOR ALL EXECUTIVE BOARD & GENERAL BODY MEETINGS

Chapter Name:

Meeting Type: ☐ Executive Board ☐ General Body

Meeting Date:

Meeting Time:

Meeting Location:

Secretary Name:

Advisor Present: ☐ Yes ☐ No

I. Opening

- Call to Order Time:
- Opening Prayer by:
- Scripture or Devotional (if applicable):

II. Attendance

(Attach sign-in sheet or list names below)

- Present Members:
- Absent Members (Excused/Unexcused):

III. Agenda Items

(List all major items discussed)

IV. Officer Reports

(Brief summary from each officer. Use “N/A” if not applicable.)

- President:
- Vice President:
- Secretary:
- Treasurer: (include financial update)
- Director of Collegiate Ministry:
- Community Service Chair:
- Membership Chair:
- Fundraising Chair:

V. Upcoming Events & Deadlines

(Include dates, responsibilities, and plans)

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VI. Discussion Points & Decisions Made

(Summarize key decisions and any motions voted on)

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VII. Reminders & Assignments

(List any follow-up tasks and who they're assigned to)

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VIII. Closing

- Closing Remarks by: _____
- Adjournment Time: _____
- Closing Prayer by: _____

Secretary's Signature: _____

Date Submitted: _____

Advisor's Signature (if present): _____