



Plan a 4-H Club Meeting Agenda

Meeting Date:

**Pre-Meeting
Activity**

Led by —

Activity —

Part 1: Opening — 5-10 minutes

Call to Order

President

Pledge of Allegiance

Led by —

4-H Pledge

Led by —

Roll Call

Secretary

Roll Call Question —

Part 2: Business Meeting — 15-20 minutes

Minutes of Last Meeting

Secretary

Call for Approval

President

Treasurer's Report

Treasurer

**Officer and
Committee
Reports**

Committees to report — Committee Chair

1.

2.

3.

Unfinished Business	President Items to be Discussed 1. 2. 3.
New Business	President Items to be Discussed 1. 2. 3.
Announcements	President, Club Leader, or Members
Upcoming Events or Activities	County or Unit — <hr/> State —
Adjournment	President

Part 3: Program — Varies from 30 minutes to 1 hour or more

4-H Club Program	Vice President Topic — Presenter —
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Part 4: Recreation — 15 minutes

Recreation Leader Activity —

Part 5: Snacks

Provided by —
