



# 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.

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

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

<b>4-H Club Program</b>	Vice President Topic — Presenter —
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**Part 4: Recreation — 15 minutes**

Recreation Leader Activity —
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**Part 5: Snacks**

Provided by —
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