



4-H Youth Development Volunteer Training  
**Module 1: Communication**  
*4-H Club Meeting Outline*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

	Things to Do	Responsible Person
Activity for Early Arrivals		
Business	<ol style="list-style-type: none"><li>1. Call to order</li><li>2. Flag pledge</li><li>3. Roll call/attendance</li><li>4. Reading of the minutes</li> <li>5. Treasurer's report</li> <li>6. Committee reports</li> <li>7. Unfinished business</li> <li>8. New business</li> <li>9. Announcements</li> <li>10. Adjournment</li></ol>	
Program or Education		
Recreation and Refreshments		