



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

Date: _____ Name: _____

	Agenda Outline	What I need to remember
Activity for Early Arrivals		
Business	<ol style="list-style-type: none">1. Call to order2. Flag pledge3. Roll call/attendance4. Reading of the minutes 5. Treasurer's report 6. Committee reports 7. Unfinished business 8. New business 9. Announcements 10. Adjournment	
Program or Education		
For the Next Meeting...		