



# Agenda for a 4-H Club Meeting

Date: \_\_\_\_\_

**1. Call to order**

*"The meeting will please come to order."*

**2. Pledge of Allegiance** led by \_\_\_\_\_.

**3. Roll Call**

*"The secretary will please call the roll."*

Roll call is \_\_\_\_\_.

Introduce visitors.

**4. Secretary's Report**

*"The secretary will read the minutes of the last meeting."*

Secretary reads minutes/gives report.

After the minutes are read, ask, *"Are there any additions or corrections to these minutes?"* (wait) *"If not, they stand approved as read."*

**5. Treasurer's Report**

*"May we have the treasurer's report?"*

Treasurer gives report.

Ask for any outstanding bills or receipts if the treasurer did not report on any. A motion is needed to approve payment of bills by the treasurer.

**6. Other Officers' Reports**

Other reports are not necessary at every meeting, but may be included here.

**7. Reports of Committees**

*"Will the chair of the \_\_\_\_\_ committee please report?"*

Committee reports may not happen at every meeting, but should be included for each active committee within your club.

After the report is read, ask, *"What will you 4-Hers do with this report?"*

A motion needs to be made and seconded to accept the committee report(s).

**8. Unfinished Business**

*"Is there any unfinished business?"*

Discussion about any unfinished or continuing business for your club

Unfinished Business: \_\_\_\_\_

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**9. New Business**

*"We are now ready for new business."*

Discussion about new and upcoming business for your club

New Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Announcements, Dates to Remember, Leader's Report**

*"Are there any announcements?"*

Announcements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Date and location of next meeting** \_\_\_\_\_

**12. Adjournment of Business Meeting**

*"Is there a motion for adjournment?"*

**13. 4-H Pledge** led by \_\_\_\_\_

**14. Program**

Presentation/Program (topic/title): \_\_\_\_\_

Led by \_\_\_\_\_

Presentation/Program (topic/title): \_\_\_\_\_

Led by \_\_\_\_\_

Presentation/Program (topic/title): \_\_\_\_\_

Led by \_\_\_\_\_

**15. Recreation** by \_\_\_\_\_

**16. Refreshments** by \_\_\_\_\_