

4-H Club AGENDA

To have a productive and successful meeting the following format should be used by each 4-H club. The club leader and club president should meet prior to the meeting to outline the agenda. The president should know what is to take place. A detailed agenda should be written and followed by the president. Club meetings should be held monthly on the same date, time and location. A club meeting, to be effective, will last approximately 1 1/2 hours.

BUSINESS (15-20 MINUTES)				
Call to order	Treasurer's Report	Unfinished Business		
Opening ceremonies	Correspondence	New Business		
roll Call	Committee Reports	Announcements		
Minutes of last mtg.	Project Reports			
PROGRAM (30-45 MII	NUTES)			
Club Activity	Illustrated Talks	Films		
Demonstrations	Speakers	Other Educational Activity		
RECREATION (15 MII	NUTES)			
Social Activities	Music	Games		
Entertainment	Parties	Other Fun Activity		

ADJOURNMENT

REFRESHMENTS

Club Meeting Agenda Template

Date:				
Pre-Meeting Activities:				
Business Meeting				
• ; • •	Call to Order – President Song – Pledges – American & 4-H Roll Call (A question each member or guest answ Minutes of last meeting – Secretary Freasurers Report –Treasurer Committee Reports	vers) –		
• (Old Business			
•	New Business			
Announcements				
Program				
Recreation/Games:				
Adjour	nment: 1 st Motion:	2 nd Motion:		
Pofros	hments			