This is a suggested outline for a 4-H club meeting. To add variety, you may want to try other ways of organizing and conducting your meetings.

Time __________________ Month __________________ Day __________ Year __________

Place __________________

Pre-meeting Activities

(Led By) (Activity)

Business

Call to Order ........................................ (President)

Pledge of Allegiance .............................. (Led By) (President)

Roll Call (each member answers) .......... (Secretary) (Subject, if any)

Introduction of Visitors ....................... (President)

Reading of Minutes .............................. (Secretary)

Approval of Minutes ............................. (President)

Treasurer’s Report ............................... (Treasurer)

Committee/Officer Reports ............... Leader Reports

(Led By) (Subject)

.......................................................................................

(Led By) (Subject)

.......................................................................................

(Led By) (Subject)

Unfinished Business (if any).......... Unfinished Business (if any)........

(Subject) (Subject)

Items to Be Discussed ................. Items to Be Discussed ...........

(Subject) (Subject)

New Business ................................. New Business .............................

(Subject) (Subject)

A. Items to Be Discussed ............. A. Items to Be Discussed ...........

B. Committees Appointed ......... B. Committees Appointed ........

(Assignment) (Members)

(Assignment) (Members)

Announcements ......................... Announcements .....................

(Subject) (Members)

Special Activities or Events (if any)...

(County) (Local) (Area)

Adjournment ................................. Adjournment ..........................

(Subject) (Members)

Program (Vice President in Charge)

A. Demonstrations, Talks &...... A. Demonstrations, Talks &......

Other Presentations (Subject) (Member)

B. Other Program..................... B. Other Program....................

(Subject) (Person(s) Responsible)

(Subject) (Person(s) Responsible)

Recreation

Game ........................................ (Recreation Chairperson)

Refreshments ............................... (Provided By)

Notes (Other Points to Consider): ..........