



Worksheet for Planning a 4-H Club Meeting

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This worksheet is designed to help 4-H club officers and leaders plan the agenda for a 4-H club meeting. The worksheet follows a suggested outline which you may adjust to fit your club's needs.

Meeting plan for the _____ 4-H Club

Place _____ Date _____ Time _____

Pre-meeting Activities _____
(Led by) _____ (Subject, if any) _____

Business Meeting

Call to Order _____
(President)

Pledge of Allegiance _____
(Led by)

4-H Pledge..... _____
(Led by)

Roll Call _____
(Secretary)

Introduction of Visitors _____
(President)

Reading of the Minutes _____
(Secretary)

Approval of the Minutes _____
(President)

Treasurer's Report..... _____
(Treasurer)

Other Reports _____
(Led by) _____ (Subject) _____

(Led by) _____ (Subject) _____

(Led by) _____ (Subject) _____

Acceptance of Reports _____
 (President)

Unfinished Business _____
 (President)

Unfinished Business _____
 (President)

New Business

A. Items to be Discussed _____

 (President)

B. Committees Appointed _____

(Assignment)	(Chair and Members)
_____	_____
(Assignment)	(Chair and Members)
_____	_____

Announcements _____
 (President or Club Leaders)

Adjournment _____
 (President)

Educational Program

A. Project Work..... _____

(Led by)	(Subject)
_____	_____
(Led by)	(Subject)
_____	_____

B. Demonstrations,
 Presentations, etc _____

(Led by)	(Subject)
_____	_____
(Led by)	(Subject)
_____	_____

C. Other..... _____

(Led by)	(Subject)
_____	_____
(Led by)	(Subject)
_____	_____

Team-building Activities

A. Recreation _____
 (Led by)

B. Singing _____
 (Led by)

C. Refreshments..... _____
 (Led by)

Notes _____

(Other things to consider) _____