

2006 PUBLICATION 388-542

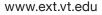
Worksheet for Planning a 4-H Club Meeting

Joseph R. Hunnings, Extension Specialist, 4-H Youth Development

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			
Pre-meeting Activities	(Led by)	(Subject, if any)	
	(=====),	(2 asjess, 12 asj)	
Business Meeting			
Call to Order	(President)		
Pledge of Allegiance			
4-H Pledge			
Roll Call	(Secretary)		
Introduction of Visitors	(President)		
Reading of the Minutes	(Secretary)		
Approval of the Minutes	•		
Treasurer's Report			
	(Treasurer)		
Other Reports(Led by)		(Subject)	
(Led by)		(Subject)	
(Led by)		(Subject)	









Acceptance of Reports			
Unfinished Business	(President)		
Unfinished Business	(President)		
New Business	(Preside	ent)	
-			
_		(President)	
B. Committees Appointed _	(Assignment)	(Chair and Members)	
_			
-	(Assignment)	(Chair and Members)	
_	(Assignment)	(Chair and Mcmocrs)	
Announcements			
Adjournment	(President or Club Leaders)		
<u>-</u>		(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)	
Toom building Activi	tion		
Team-building Activi A. Recreation	ues		
		-	
B. Singing	(Led by)		
C. Refreshments	(Led by)		
Notes	(Lou by)		
(Other things to consider)			