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 __________________________ 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

Unfinished Business

Unfinished Business

New Business
A. Items to be Discussed

B. Committees Appointed

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

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

Educational Program
A. Project Work......

B. Demonstrations, Presentations, etc

C. Other............... 

Team-building Activities
A. Recreation .........

B. Singing .............

C. Refreshments.....

Notes

(Other things to consider)