

4-H CLUB MEETING OUTLINE

(To be completed before each meeting.)

1. Meeting called to order: Time _____ Date _____ Place _____

2. American Flag Pledge led by: _____

4-H Pledge led by: _____

3. Group Singing – Song Leader: _____

4. Reading Minutes – previous meeting – additions or corrections – approval

5. Treasurer’s Report – additions – corrections – approval

6. Report of Committees:

Committees: _____ Chairman or Member: _____

Other Reports (paper drive, fair, camp, club tour, hayride, ball game, etc.):

7. Unfinished (Old) Business – uncompleted work from previous meeting:

8. New Business:

9. New Committees Appointed:

Committees

Members

10. Leaders comments. Short talk or announcements by leaders. Dates of meetings, etc.

11. Adjournment

12. Talks/Demonstrations:

_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Program:

_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Plans for Next Meeting:

Date _____ Place _____ Time _____

Set Up Meeting Room or Get Key: _____

Talks: _____

Demonstrations: _____

Program: _____

Monthly Activity: _____

Song Leaders: _____

Recreation, Games, Etc.: _____

Refreshments Committee: _____