



# Worksheet for Planning a 4-H Club Meeting

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) \_\_\_\_\_ (Subject, if any)

## Business

Call to order ..... \_\_\_\_\_ (President)

Pledge of Allegiance ..... \_\_\_\_\_ (Led by)

4-H Pledge ..... \_\_\_\_\_ (Led by) \_\_\_\_\_ (Subject, if any)

Roll Call ..... \_\_\_\_\_ (Secretary)

Introduction of Visitors ..... \_\_\_\_\_ (President)

Reading of Minutes ..... \_\_\_\_\_ (Secretary)

Approval of Minutes ..... \_\_\_\_\_ (President)

Treasurer's Report ..... \_\_\_\_\_ (Treasurer)

Officer, Committee and Leaders' Reports ..... \_\_\_\_\_ (Led by) \_\_\_\_\_ (Subject, if any)

\_\_\_\_\_ (Led by) \_\_\_\_\_ (Subject, if any)

\_\_\_\_\_ (Led by) \_\_\_\_\_ (Subject, if any)

Acceptance of Reports ..... \_\_\_\_\_ (President)

Unfinished Business (if any) ..... \_\_\_\_\_ (President)

A. Items to be Discussed ..... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business ..... \_\_\_\_\_  
(President)

A. Items to be Discussed ..... \_\_\_\_\_  
\_\_\_\_\_

B. Committees Appointed ..... \_\_\_\_\_  
(if needed) (Assignment) (Members)

\_\_\_\_\_ (Assignment) (Members)

Announcements ..... \_\_\_\_\_  
(President and/or club leaders)

Special Activities or Events (if any) ..... \_\_\_\_\_  
Local \_\_\_\_\_  
County \_\_\_\_\_  
Area \_\_\_\_\_  
State \_\_\_\_\_  
Other \_\_\_\_\_

Adjournment ..... \_\_\_\_\_

**Program** (Vice-President in charge)

A. Demonstrations, Talks, and ... \_\_\_\_\_  
Other Presentations (Subject) (Member)

\_\_\_\_\_ (Subject) (Member)

\_\_\_\_\_ (Subject) (Member)

\_\_\_\_\_ (Subject) (Member)

B. Other Program ..... \_\_\_\_\_  
(Subject) (Person(s) Responsible)

\_\_\_\_\_ (Subject) (Person(s) Responsible)

**Recreation**

Game ..... \_\_\_\_\_  
(Recreation Leader)

Refreshments ..... \_\_\_\_\_  
(Provided by)

**Notes** (Other points to consider) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_