



# Worksheet for Planning a 4-H Club Meeting

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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) \_\_\_\_\_ (Activity)

## Business

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

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

4-H Pledge ..... \_\_\_\_\_  
(Led by)

Roll Call (each member answers) ..... \_\_\_\_\_  
(Secretary) (Subject, if any)

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

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

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

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

Committee and/or Officer Reports. \_\_\_\_\_  
(Led by) (Subject)

\_\_\_\_\_ (Led by) (Subject)

\_\_\_\_\_ (Led by) (Subject)

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

Items to be discussed ..... \_\_\_\_\_

\_\_\_\_\_

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

A. Items to be discussed ..... \_\_\_\_\_

B. Committees appointed ..... \_\_\_\_\_  
(Assignment) (Members)

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

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

Special activities or events (if any) .  
Local \_\_\_\_\_

County \_\_\_\_\_

Area \_\_\_\_\_

State \_\_\_\_\_

Other \_\_\_\_\_

Adjournment..... \_\_\_\_\_  
(President)

**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 Chairperson)

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

Notes: (Other points to consider)... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_