

4-H MEETING CLUB PLANNER

Meeting Date _____ Location _____

Agenda Item	What Will be Done/Handouts/Materials Needed	Who Will Do It
Pre-Meeting Activity		
Call to Order		
Pledge to the Flags American and 4-H		
Roll Call Topic		
Welcome/Introduce Guests		
Reading of the Minutes		
Approval of the Minutes		
Treasurer's Report		
Committee Reports		
Leader's Report		
Project Reports		
Announcements and Other Communication		
Unfinished (Old) Business		
New Business		
Adjournment		
Educational Program or Activity		
Recreation and Refreshments		