

SAMPLE 4-H CLUB MEETING AGENDA

4-H Club Name

Date

Pre-Meeting Activities

Business Meeting

- Call to Order
- Pledge to the Flags
 - American and 4-H
- Roll Call
- Welcome and Introduce Guests
- Reading of the Minutes
- Approval of the Minutes
- Treasurer's Report
- Committee Reports
- Leader's Report (Optional)
- Project Reports (Optional)
- Announcements and Other Communication
- Unfinished (Old) Business
- New Business
- Present any new business you know about. Then ask, "Is there any more new business?"
- Adjournment

Educational Program or Activity

Recreation and refreshments

Develop the Meeting Agenda

(Detailed agendas for the first few meetings are found in chapter 7)

Invite parents to the first meeting. Be sure to include the three components of every meeting in this first one.

- Educational – what 4-H is, the role of parents, leader's responsibilities. Leader explains what the 4-H/Youth Program is and what the group can do. Parents will be interested in this also. Encourage members to think about what they want to do.
- Business – hand out enrollment information. Choose the date, time and place for the next meeting.
- Social – Learn each other's names. Play some "icebreakers" (get-acquainted activities). Check with your local 4-H office for ideas. Serve refreshments.