

Planning the Meeting Agenda

Use this guide to plan your 4-H meetings. Fill one out before each meeting and make copies as needed.

Agenda for _____ 4-H Meeting.

Location: _____ Date and Time: _____

Pre-meeting Activities: _____

| <u>Meeting</u> | <u>Person in Charge</u> |
|--|-------------------------|
| Call to Order | President _____ |
| Pledge of Allegiance | Led by _____ |
| 4-H Pledge | Led by _____ |
| Roll Call | Secretary _____ |
| Answer with | _____ |
| Introduction of Visitors | Various |
| Minutes of Previous Meeting | Secretary _____ |
| Treasurer's Report | Treasurer _____ |
| Leader and Other Officer Reports | Various |
| Committee Reports Vice President | _____ |
| _____ | _____ |
| _____ | _____ |
| Unfinished Business Item(s) for Discussion | _____ |
| New Business Item(s) for Discussion | _____ |
| Announcements | _____ |
| Adjournment | _____ |
| Program | _____ |
| Recreation/Refreshments | _____ |

