

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 _____

