

4-H Club Meeting Agenda Planner

The three components of a 4-H Club meeting are:

- Business (should last no more than 15-20 minutes)
- Education or Program
- FUN: physical activity, refreshments, craft, etc.

The meeting should be about one hour in length. Youth officers should work with adult leaders in preparing the agenda for the club meeting.

Date: _____ Time: _____ Location: _____

Adult volunteers: _____

Objectives for this meeting:

1. _____
2. _____
3. _____

This month we will accomplish:

Business: _____

Education or Program: _____

FUN: _____

Sample Business Agenda:

1. Call to order
2. 4-H Pledge and Pledge of Allegiance
3. Attendance
4. Previous minutes - read and note edits
5. Treasurer's report
6. Other reports (committees, etc.)
7. Old business
8. New business
9. Announcements
10. Next meeting information, adjournment