

Worksheet for Planning a 4-H Club Meeting

Worksheet adapted from University of Illinois "Helping You Help Officers and Committees"

Time _____ Month _____ Day _____ Year _____

Location _____

Pre-meeting Activities _____

(Led by)

(Activity)

Business

Start Meeting _____
(Call to Order - President) *(Opening – Vice President)*

Pledges _____
(Pledge of Allegiance led by) *(4-H Pledge led by)*

Roll Call _____
(Secretary) *(Members should answer with _____)*

Introduction of Visitors _____
(Name of Visitor) *(Officer Responsible)*

Secretary's Report _____
(Secretary) *(Approval led by President)*

Treasurer's Report _____
(Treasurer) *(Approval led by President)*

Officer, Committee,
Leader's Reports _____
(Led by) *(Subject)*

(Led by) *(Subject)*

(Led by) *(Subject)*

Unfinished Business _____
(President)

Items to be Discussed A. _____

B. _____

C. _____

New Business _____
(President)

Items to be Discussed A. _____
B. _____
C. _____

Announcements _____
(Any Officer and/or Club Leaders)

Special Activities/Events Club _____
County _____
Area _____
State _____
Other _____

Program

4-H Demonstrations, Talks _____
and other presentations (Subject) (Member)

(Subject) (Member)

(Subject) (Member)

Other Program _____
(Subject) (Officer responsible)

(Subject) (Officer responsible)

Recreation

Game _____
(Title of Game) (Officer(s) in Charge)

Refreshments _____
(Type of Refreshments) (Provided by)

Adjournment

(President)

Notes (Other Points to Consider) _____

