



4-H Club Meeting Agenda

The Club President can use this “script” to help with the first few meetings.

1. Call to order – President stands.

Tap the gavel twice. “Will the meeting please come to order?”

2. Inspiration

“_____ will now lead us in the pledge to the American Flag.”

“Will you please stand?”

“_____ will now lead in the 4-H Motto, Pledge, and Prayer.”

“_____ will now give the inspiration.”

3. Roll Call

“The secretary will now call the roll.” (The secretary stays seated and calls roll.)

4. Recognition of New Members and/or Guests

“Do we have any visitors or new member here tonight?”

(Third Vice-President introduces new members or visitors.)

5. Reading of Minutes

“_____ will now read the minutes of the _____ (date) meeting.”

(“Are there any additions or corrections to the minutes? If not, they stand approved as read.” OR “They stand approved as corrected.”)

6. Reports

President calls on each person that is to give a report by simply introducing them.

“_____, treasurer, will now give the treasurer’s report.”

“_____, has a report on the Achievement Banquet.”

“_____, has a report on _____.”

“_____, has a report on _____.”

7. Unfinished Business

“Is there any unfinished business?”

8. New Business

“Is there any new business?”

9. Program

“_____ will introduce the program for tonight.”

10. Thank Speaker

11. Announcements

“Are there any announcements?”

12. Adjournment

“Is there any further business or any announcements?”

“Is there a motion to adjourn?” “Is there a second?”

“The meeting is adjourned for recreation led by _____.”

“Following recreation, the refreshments are provided by _____ and _____.”