



4-H Club Annual Planning Form

Month		Meeting Date	
Meeting Location		Meeting Time	
Agenda Item (Not all agenda items may be needed each month. Use only the ones that are needed.)	Who Is Responsible? (make sure each person assigned is provided this document so they know what their responsibilities are for the month)		
Call To Order			
Pledge of Allegiance			
Texas Pledge			
4-H Motto & Pledge			
Inspiration			
Ice Breaker			
Roll Call			
Introduction of Guests and/or New Members			
Program and Speaker			
Reading and Approving Minutes			
Treasurer's Report			
Activity Reports			
Committee Reports			
Leader/Club Manager Reports			
Unfinished Business			
New Business			
Community Service			
Recreation			
Refreshments			
Clover Kids Activity (during business meeting or a separate club)			