

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: _____

Meeting	Person in Charge
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 _____	