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 _____