

# Sample 4-H Club Meeting (agenda and script)

Calling the meeting to order	<i>President: The meeting of the _____ 4-H Club will now come to order. (2 taps of the gavel)</i>
<b>Pledges</b> (The 2 pledge leaders come to the front to lead pledges)	<i>President: _____ will lead us in the Pledge of Allegiance and _____ will lead us in the 4-H motto and 4-H pledge. Please stand. (3 taps)</i>
<b>Roll Call</b>	<i>President: Please be seated (1 tap). _____, our Secretary, will now call roll (secretary stands and says: When I call your name, please answer with _____ (one of many ways to get members to respond).</i>
Introduction of guests and/or new members	<i>President: _____, our 2<sup>nd</sup> Vice President, will now introduce any guests and new members who are joining us this evening (Vice President stands). (ask those guests and new members to stand and introduce themselves)</i>
<b>Inspiration</b>	<i>President: _____ will now read the inspiration.</i>
<b>Health &amp; Safety Officer</b>	<i>President: We will now have a word from our Health and Safety Officer (health and safety officer stands) _____.</i>
Reading and approving the minutes	<p><i>President: _____, our Secretary, will now read the minutes from the previous meeting.</i></p> <p>(The secretary stands and reads the minutes)</p> <p><i>President: Are there any corrections or additions to the minutes?</i></p> <p>(Pause long enough for the members to state corrections. The members are responsible for making revisions. If there are no changes...)</p> <p><i>President: "The minutes stand approved as read."</i></p> <p>(If there are changes, after the corrections or revisions are made)</p> <p><i>President: "The minutes stand approved as corrected."</i></p>
<b>Treasurer's Report</b>	<i>President: _____ our Treasurer will now give the Treasurer's report (treasurer stands).</i>
<b>Reporter</b>	<i>President: _____ our Reporter will now give us a report on the club (reporter stands).</i>
<b>Council Delegate</b>	<p><i>President: _____ our council delegate will now tell us what happened at this month's county 4-H council meeting (council delegate stands).</i></p> <p><i>Reminder: these meetings are held the first Monday of each month at 7 pm</i></p>
<b>Committee Reports</b>	<p><i>President: (If there are any committee reports, they should be given at this time. For example:)</i></p> <p><i>Membership Committee: _____</i></p> <p><i>Financial Committee: _____</i></p> <p><i>Program Committee: _____</i></p> <p><i>Recreation Committee: _____</i></p> <p><i>Community Service Committee: _____</i></p> <p><i>Fundraising Committee: _____</i></p>

Unfinished Business	<i>President: Is there any unfinished business that the club needs to address at this time?</i>
New Business	<i>President: We will now move on to new business. Is there any new business to discuss at this time?</i>
Announcements	<i>President: I would now like to call upon _____, 4-H Advisor, to provide announcements. I would like to remind you that our next meeting will be _____ at _____ p.m.</i>
Program	<i>President: I would now like to call on _____, who will introduce the program.</i>
Adjournment and Recreation	<i>President: Do I have a motion to adjourn the meeting? (member 1, _____) I move that the meeting be adjourned. (President) Is there a second?  (member 2, _____) I second the motion. (President) All those in favor of the motion to adjourn the meeting say "aye." All opposed say "no." The motion to adjourn the meeting is passed. The meeting is adjourned and you may go to your project meetings. (President raps gavel 3 times.)  President: This meeting of the _____ is adjourned. All members are encouraged to stay and participate in recreation and enjoy refreshments. (1 tap of the gavel)</i>