

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 _____

This form is available online at www.ohio4h.org/members/officers



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