



Missouri 4-H

University of Missouri
4-H Center for Youth Development

4-H Club AGENDA

To have a productive and successful meeting the following format should be used by each 4-H club. The club leader and club president should meet prior to the meeting to outline the agenda. The president should know what is to take place. A detailed agenda should be written and followed by the president. Club meetings should be held monthly on the same date, time and location. A club meeting, to be effective, will last approximately 1 1/2 hours.

BUSINESS (15-20 MINUTES) _____

Call to order	Treasurer's Report	Unfinished Business
Opening ceremonies	Correspondence	New Business
Roll Call	Committee Reports	Announcements
Minutes of last mtg.	Project Reports	

PROGRAM (30-45 MINUTES) _____

Club Activity	Illustrated Talks	Films
Demonstrations	Speakers	Other Educational Activity

RECREATION (15 MINUTES) _____

Social Activities	Music	Games
Entertainment	Parties	Other Fun Activity

ADJOURNMENT

REFRESHMENTS

Club Meeting Agenda Template

Date:			
Pre-Meeting Activities:			
Business Meeting			
<ul style="list-style-type: none"> • Call to Order – President • Song – • Pledges – American & 4-H • Roll Call (A question each member or guest answers) – • Minutes of last meeting – Secretary • Treasurers Report –Treasurer • Committee Reports • Old Business • New Business 			
Announcements			
Program			
Recreation/Games:			
Adjournment:	1st Motion:	2nd Motion:	
Refreshments:			