

MEETING PLANNING WORKSHEET

This is a suggested outline for a 4-H club meeting. To add variety, you may want to try other ways of organizing and conducting your meetings.

Time _____ Month _____ Day _____ Year _____
 Place _____

Pre-meeting Activities

(Led By) _____ *(Activity)* _____

Business

Call to Order..... _____
(President)

Pledge of Allegiance..... _____
(Led By)

Roll Call (each member answers) .. _____
(Secretary) _____ *(Subject, if any)*

Introduction of Visitors..... _____
(President)

Reading of Minutes _____
(Secretary)

Approval of Minutes _____
(President)

Treasurer's Report _____
(Treasurer)

Committee/Officer Reports _____

Leader Reports _____
(Led By) _____ *(Subject)*

.....
(Led By) _____ *(Subject)*

Unfinished Business (if any)..... _____
(President)

Items to Be Discussed..... _____

New Business _____
(President)

A. Items to Be Discussed _____

B. Committees Appointed _____
(if needed) _____ *(Assignment)* _____ *(Members)*

_____ *(Assignment)* _____ *(Members)*

Announcements..... _____
(President and/or Club Officers)

Special Activities or Events (if any) .. _____
(County)

_____ *(Local)* _____ *(Area)*

Adjournment..... _____
(President)

Program *(Vice President in Charge)*

A. Demonstrations, Talks & _____
 Other Presentations _____ *(Subject)* _____ *(Member)*

_____ *(Subject)* _____ *(Member)*

B. Other Program..... _____

_____ *(Subject)* _____ *(Person(s) Responsible)*

_____ *(Subject)* _____ *(Person(s) Responsible)*

Recreation

Game _____
(Recreation Chairperson)

Refreshments..... _____
(Provided By)

Notes *(Other Points to Consider):*