Meeting Agenda Template

_____ 4-H Club

Meeting Called to Order by President *(welcome and introduction of any guests)*

Pledge of Allegiance and 4-H Pledge *(ask individual members to lead)*

Roll Call by Secretary *(Select theme and ask members to respond when name is read)*

Secretary's Report: *(read minutes and ask for changes and approval, read any correspondence to club)*

Treasurer's Report: **Beginning Balance:** _____ **Expenses:** _____
Ending Balance: _____ **Income:** _____

Bills to be Paid: _____

Committee Reports:

Advisor Report(s) and/or Officer Report(s):

Old Business (*list items)*

New Business *(list items)*

Adjournment

Educational Program *(select one or more of the following)*

- Demonstrations, Illustrated Talks by Members and/or Guest Speakers
- Project Work
- Group Activity
- Community Service

Recreation and/or Refreshments

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