



CLUB MEETING AGENDA

PLACE: _____ MONTH: _____ DATE: _____ HOUR: _____

BUSINESS (President is in charge of the business portion of the meeting)

Call to order
Opening Ceremonies

Pledge to the American Flag _____ 4-H Pledge
Led by _____ Led by _____

Songs (if part of meeting) Led by _____

Roll Call (Secretary)
Answered by _____

Reading and approval of minutes of last meeting (Secretary)

Reading and approval of the treasurer's report (Treasurer)

Reading of correspondence _____

Report of Committee _____

Old business _____

New business _____

Things to do before the next meeting _____

Announce next meeting: Place: _____ Date: _____ Hour: _____

Adjourn the business meeting and turn meeting over to program chairman.

PROGRAM (Vice President as Program Chairman is in charge of this educational part of the meeting)

What planned:	Person responsible:
_____	_____
_____	_____
_____	_____
_____	_____

RECREATION (Recreation Leader is in charge of this portion of the meeting)

What planned:	Person responsible:
_____	_____
_____	_____
_____	_____
_____	_____

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