



4-H Club Meeting Agenda Planner

Updated August 2020

The three components of a 4-H Club meeting are:

- Business (should last no more than 15-20 minutes)
- Education or Program
- Recreation and Refreshments – Just 5 minutes of physical activity can help us decrease stress, enhance focus and boost our self-confidence.

The meeting should be about one hour in length. Youth officers should work with adult leaders in preparing the agenda for the club meeting.

Date: _____ Time: _____ Location: _____

Objectives for this meeting:

1. _____

2. _____

3. _____

	Things to Do	Responsible Person
Activity for Early Arrivals (Welcome Activity)		
Business	1. Call to order	
	2. Flag Pledge	
	3. Roll call/attendance	
	4. Reading of the minutes	
	5. Treasurer's report	
	6. Committee reports	
	7. Demonstrations	
	8. Unfinished business	
	9. New Business	
	10. Announcements	
	11. Adjournment	
Program or Education		
Recreation and Refreshments		