



Sample 4-H Agenda

4-H program goals

Learn: Youth will learn by developing a passion in their areas of interest.

Lead: Youth will lead by being innovators and social change agents.

(Insert Club/County/Tribal Program) 4-H Club/Federation/Council Meeting Agenda

(Insert month date year)

(Insert meeting location)

(Insert time)

Welcome

- ☐ Greet youth by name as they arrive
- ☐ Engage members that arrive early in an [activity](#)
- ☐ Start meeting with an [icebreaker/mixer](#)
- ☐ Share or post agenda

Meeting Norms and Expectations

Respect starting and ending times
Stay on topic of the agenda
Youth lead as adults support
Ask questions as they arise
Be a good listener & active participant
Respect others' opinions
Clean up after yourself

Purpose of Meeting

(List 2-3 goals for the meeting)

Business Meeting (10-15 minutes)

- Opening: Call to order, Flag Pledges, Roll Call
- Reports: Secretary's Report, Treasurer's Report, Committee reports (Insert committee updates)
- Action Items: Unfinished Business, (Insert business not completed from previous meeting),
- New Business, (Insert business that needs to be brought before the group for a decision)
- Program Goals Update (Insert or list upcoming programs of interest that are helping us meet our 4-H Program goals)
- Announcements
- Adjournment - end of business meeting



Educational Program/Learning Activity (15-25 minutes)

Recreational Activity (10-15 minutes)

How are we living out the 4-H Pledge? (5 minutes)

Reflection - How did we do?