UNIVERSITY OF MINNESOTA EXTENSION

# 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?

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