



Wisconsin 4-H Community Clubs

MEETING AGENDA PLANNER

4-H Community Clubs

smp May 2005

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

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
1. Call to order		
2. Flag pledges		
3. Roll call/attendance		
4. Secretary's Report/Reading of the Minutes		
5. Treasurer's report		

6. Committee reports		
7. Unfinished business		
8. New business		
9. Announcements		
10. Adjournment		



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