

Club Meeting Outline

(Completed by club president and organizational leader prior to the club meeting)

1. Meeting called to order: Date: _____ Time: _____ a.m. / p.m. Place: _____

2. Pledge of Allegiance led by: _____

4-H pledge led by: _____

3. Roll call – favorite something (bird, song, etc.) _____

4. Reading of minutes from previous meeting – additions or corrections – motion, second, approval.

5. Treasurer’s report – additions or corrections – motion, second, approval.

6. Old/Unfinished business from previous meeting:

7. New business

8. Committee Report(s)

Committees

Chairperson

Other reports (4-H trip, pizza night & a movie, fair, camp, club tour, hayride, recreation, etc.)

9. New committees appointed

Committees

Members

10. Leaders announcement upcoming project meetings dates, etc.

