



How to plan a 4-H Club Business Meeting

1. Meeting opened by the President
(suggestions: 4-H Pledge, flag salute, song)
2. Roll call by Secretary
(be creative in asking members to say "here!". Members can give their favorite color, animal, book, etc.)
3. Report by Secretary of last meeting
(members should move and vote to accept report)
4. Treasurer's Report
(members should move and vote to accept report)
5. Old Business
6. New Business
7. Remarks of local leader or visitor
8. Motion to Adjourn
(members should move and vote to adjourn)

This is a sample agenda for a standard 4-H Club meeting. Feel free to make adjustments to fit the age, size and interests of your 4-H members.

After the Business Meeting

9. Work on records or reports
10. Work on club projects (or 4-H projects)
11. Close meeting
12. Recreation and/or refreshments

4-H Pledge

**"I pledge,
My head to clearer thinking,
My heart to greater loyalty
My hands to larger service,
My health to better living,
For my club, my community, my country and my world."**