

PLAN YOUR 4-H MEETINGS

Planning Helps Ensure Success

Planning helps make 4-H leaders successful. You will want to develop a planning sheet that works for you. Here are some ideas to include in your plan.

When and where is the next meeting?	Date: Time: Place:
Opening and roll call	What: Pledge of Allegiance, 4-H Pledge, etc. Led by: Roll call topic:
Topic or Purpose	Members will be able to:
Equipment / Supplies needed	
Who will bring what?	Refreshments: Other:
Things the club leader(s) will do	
Things the teen leader(s) will do	
Things members will do	Recreation: Led by:
Things members will do in advance	
Next meeting:	Date: Time: Topic: Members bring:
Thank you and safe travels home	Time meeting adjourned: Notes: