



## Club Meeting Planning Sheet

(For Planning and Running Meetings  
Additional Sheets can be ordered from the 4-H office.)

Club: \_\_\_\_\_

Date: \_\_\_\_\_

	Who	What
Pre-meeting activities (Recreation - Social Committee)		
Call to Order	President	
Meeting Opening thoughts (a reading, song, the pledge of Allegiance, or 4-H Pledge)		
Roll Call (have the members answer with information that would be interesting: age, birth date, etc.)	Secretary	
Minutes of Previous Meetings	Secretary	
Committee Reports (list committees)		
Old Business	President and total membership	
New Business	President and total membership	
End of Meeting Ceremony		
Educational Program	Vice-President or Program Chairperson and Committee	
Social - Recreation Program		