

4-H Meeting Work Sheet
Order of Business

Call to Order:

The meeting will please come to order.

Pledges:

Please stand and salute the flags. _____ (name) _____ will lead us in the Pledge of Allegiance and the 4-H Pledge.

Roll Call & Introduction of Guests:

Will the secretary please read the roll (At this time the treasurer may collect dues.). At this time, I would like to introduce our guest(s).

Secretary's Report (Minutes):

The secretary will read the minutes of our last club meeting. _____. Are there any additions or corrections? If not, they stand approved as read.

Treasurer's Report:

Will the treasurer please give his/her report.

Committee Reports:

Old Business:

Is there any old business?

- 1.
- 2.
- 3.

New Business:

We are now ready for new business

- 1.
- 2.
- 3.
- 4.

Program for the Meeting (Project Work):

Adjournment:

If there is no further business, do I hear a motion to adjourn? _____. Second _____. All in favor _____. The meeting is adjourned.

The next meeting will be held on _____.
(date)