



## SAMPLE 4-H CLUB MEETING (AGENDA AND SCRIPT)

<p>CALLING THE MEETING TO ORDER</p>	<p><i>The meeting of the Highpoint 4-H Club will now come to order. (2 taps of the gavel)</i></p>
<p>PLEDGES</p>	<p><i>Brandy Nolan will now lead us in the Pledge of Allegiance, the pledge to the Texas flag, and the 4-H motto and pledge. Please stand. (3 taps)</i></p>
<p>INSPIRATION</p>	<p><i>Please be seated. Dorothy Staff will now read the inspiration. (1 tap)</i></p>
<p>ROLL CALL</p>	<p><i>Jana Smith, Secretary, will now call roll. Each member is asked to answer with their New Year Resolution (one of many ways to get members to respond).</i></p>
<p>INTRODUCTION OF GUESTS AND/OR NEW MEMBERS</p>	<p><i>Nathan Garza, Third Vice President, will now introduce any guests and new members who are joining us this evening.</i></p>



# REMINDER:

Pause long enough for the members  
to state corrections.

<p>READING AND APPROVING THE MINUTES</p>	<p><i>Jana Smith, Secretary, will now read the minutes from the previous meeting.</i></p> <p><i>(After the secretary reads the minutes and sits down:)</i> <i>Are there any corrections or additions to the minutes?</i></p> <p><i>(Pause long enough for the members to state corrections. The members are responsible for making revisions. If there are no changes:)</i> <i>"The minutes stand approved as read."</i></p> <p><i>(If there are changes, after the corrections or revisions are made:)</i> <i>"The minutes stand approved as corrected."</i></p>
<p>TREASURER'S REPORT</p>	<p><i>Shelly Doddridge will now give the Treasurer's report.</i></p>
<p>COMMITTEE REPORTS</p>	<p><i>(If there are any committee reports, they should be given at this time. For example:)</i> <i>Rhonda Parker will now give a report on the 4-H clothing and textiles project meeting.</i> <i>Kelly Barnett will now give a report on the county 4-H council meeting.</i> <i>Becky Adams will now give a report on the upcoming judging contests.</i></p>
<p>UNFINISHED BUSINESS</p>	<p><i>Is there any unfinished business that the club needs to address at this time?</i></p>
<p>NEW BUSINESS</p>	<p><i>We will now move on to new business. Is there any new business to discuss at this time?</i></p>
<p>ANNOUNCEMENTS</p>	<p><i>I would now like to call upon Mrs. Johnson, 4-H club manager, to provide announcements.</i></p> <p><i>I would like to remind you that our next meeting will be February 20 at 7:30 p.m.</i></p>
<p>PROGRAM</p>	<p><i>I would now like to call on Charles Neel, who will introduce the program.</i></p>
<p>RECREATION</p>	<p><i>This meeting of the Highpoint 4-H Club is adjourned. All members are encouraged to stay and participate in recreation and enjoy refreshments. (1 tap of the gavel)</i></p>

# 4-H CLUB MEETING AGENDA WORKSHEET

AGENDA ITEM	PERSON RESPONSIBLE
CALLING THE MEETING TO ORDER	
PLEDGES	
INSPIRATION	
ROLL CALL	
INTRODUCTION OF GUESTS AND/OR NEW MEMBERS	
READING AND APPROVING THE MINUTES	
TREASURER'S REPORT	
COMMITTEE REPORTS	
UNFINISHED BUSINESS	
NEW BUSINESS	
ANNOUNCEMENTS	
PROGRAM	
RECREATION	