

4-H CLUB BUSINESS MEETING AGENDA GUIDE

(List the name and office of the person presenting agenda items, as indicated)

Date _____

Call meeting to order

Flag salute and 4-H pledge to be led by _____

Call the roll or pass around a sign-in-sheet to take attendance.

Introduction of guests by: _____

Reading of minutes by: _____

Treasurer's Report by: _____

Correspondence Report by: _____

Other Officers' Reports by: _____

4-H Council Report by: _____

Committee Reports by: _____

Project Reports by: _____

Old Business:

New Business:

Announcements:

Adjournment:

Program introduced by: _____

Recreation led by: _____