**4-H CLUB MEETING AGENDA OUTLINE for President & Secretary**

**Name of 4-H Club** _____

**Date:** _____ **Time:** _____ **Place:** _____

**PRESENT: Boys** _____ **Girls** _____ **Leaders** _____ **Visitors** _____ **TOTAL:** _____

**Meeting called to order by:**_____ **at** _____**(a.m.) (p.m.)**
**(Officer) (Name)**

**American Flag Pledge led by:** _____

**Guest Names:**

_____

_____

**Roll Call:** _____

**Secretary's Report** _____
**(Minutes read and correspondence)**

**Treasurer's Report** _____ **Balance is $**_____

**Committee Reports (list reports given and about what):**

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**Unfinished Business:**

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**-over-**

**New Business:**

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**Announcements:**

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**NEXT MEETING:**

**DATE:** _____ **TIME:** _____ **PLACE:** _____
**We will** _____ **Bring** _____

**Adjournment:** **Motion by:** _____
**Seconded by:** _____
**Meeting Adjourned at** _____ **(a.m.) (p.m.)**

**4-H Flag Pledge led by:** _____
**Demonstrations by:** _____

**Program:** _____

**Recreation** _____

**Refreshments** _____

**Signed** _____
**(Secretary)**

**SS/93**