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