



Wisconsin 4-H Community Clubs

Club Meeting Agenda Planner 4-H Community Clubs

The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more than 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
Call to order		
Flag pledges		
Roll call/attendance		
Secretary's Report/Reading of the Minutes		
Treasurer's report		

Committee reports		
Unfinished business		
New business		
Announcements		
Adjournment		



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