

4-H Club Meeting Agenda & Script

AGENDA	SCRIPT
CALLING THE MEETING TO ORDER	The meeting of the _____ 4-H Club will now come to order. (2 taps of the gavel)
PLEDGES	_____ 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)
INSPIRATION	Please be seated. _____ will now read the inspiration. (1 tap)
ROLL CALL	_____, Secretary will now call roll. Each member is asked to answer with their if they will be running for an office. (one of many ways to get members to respond).
INTRODUCTION OF GUESTS AND/OR NEW MEMBERS	_____, _____, will now introduce any guests and new members who are joining us this evening.
READING AND APPROVING THE MINUTES	_____, Secretary will now read the minutes from the previous meeting. <i>(After the secretary reads the minutes and sits down:)</i> Are there any corrections or additions to the minutes? <i>(Pause long enough for the members to state corrections. The members are responsible for making revisions. If there are no changes:)</i> "The minutes stand approved as read." <i>(If there are changes, after the corrections or revisions are made:)</i> "The minutes stand approved as corrected."

COMMITTEE REPORTS	<p>(If there are any committee reports, they should be given at this time. (For example: _____ will now give a report on the 4-H Fashion & Interior project meeting. _____ will now give a report on the county 4-H council meeting. _____ will now give a report on the upcoming judging contests.</p>
UNFINISHED BUSINESS	Is there any unfinished business that the club needs to address at this time?
NEW BUSINESS	We will now move on to new business. Is there any new business to discuss at this time?
ANNOUNCEMENTS	I would now like to call upon _____, 4-H club manager, to provide announcements. Reminders – Next Meeting, Due Dates, etc.
PROGRAM	I would now like to call on _____, who will introduce the program.
RECREATION	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)