

4-H MEETING AGENDA



Date: _____

Conducting (the person who leads the meeting):

- _____
- This person uses the agenda to lead/guide the meeting.

Attending (who was there): _____

- Icebreaker(s): _____
- Welcome club members and introduce any visitors or new members.
- Pledges (assign a club member to lead each):
 - Pledge of Allegiance _____
 - 4-H Pledge _____

The time for each step may change depending on the purpose of the meeting.

- (_____ min) Business:

- (_____ min) Training:

- (_____ min) Activity:

Closing (2-5 minutes), Led by: _____

Reflect: What did members learn, enjoy, or want to try differently?

Apply: How can they use it in school, home, or projects?

Reminders: Next meeting or event
Gratitude: Thank members and volunteers

