



# CLUB MEETING INFORMATION

## **General Rules for Club Meetings**

**Officers:** At each club meeting, the officers will preside using the Club Meeting Outline. The Vice President needs to be prepared with a list of participants for each club meeting and assigned parts on the program. The Secretary should have minutes ready to read and take notes at each club meeting. The Service Leaders should have service project suggestions, or a report on service project progress ready to present.

Each officer should stand and speak loudly and clearly when it is their turn. Set a good example for the other club members by participating in activities.

**4-H Agents or Volunteer Leaders:** The adult club leader will supervise each meeting and explain the next meeting activity.

**4-H Members:** All 4-H members are encouraged to join in each meeting activity. Ribbons will be awarded to the top three participants, and contests will be judged fairly by 4-H Agents or qualified 4-H Volunteers.

