



CLUB MEETING OUTLINE

President: The 4-H meeting will please come to order. (Tap the gavel to start the meeting.) The Vice President will begin our program.

Vice President: Everyone please stand for the American Pledge of Allegiance led by _____. And the 4-H pledge will be led by _____.

President: All members answer as the secretary calls the roll and reads the minutes of the last meeting.

Secretary: Reads the minutes written in Secretary's Record Book.

President: Do I hear a motion that the minutes be approved?

4-H Member: I move to approve the minutes.

4-H Member: I second the motion.

President: All those in favor say "aye".
(Members say "aye".)

President: We will now hear a report from our Service Leaders about our club service project.

President: Thank you for your report.

President: I will now turn the meeting over to our 4-H leader for today's program. Our 4-H leader is _____.

President: This concludes our program. Do I hear a motion to adjourn?

4-H Member: I move that the meeting be adjourned.

President: Do I hear a second to the motion?

4-H Member: I second the motion.

President: The motion has been made and seconded to adjourn. all those in favor, say "Aye." (Tap the gavel to end the meeting.)

