



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. Please respond with (choose one each meeting: a color, an animal, a game, favorite ice cream flavor). Then the Secretary will read the minutes of the last meeting.

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

President: Are there any corrections to the minutes? (Pause)

President: If there are no corrections, the minutes stand approved as read.

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.

Service Learning Leaders: Give a brief report on your planned/completed 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?

Member: I move to adjourn.

Member: I second the motion.

President: It has been moved and seconded to adjourn. All those in favor say "aye."

(Members respond)

President: The meeting is adjourned. (Tap gavel)

