

# 4-H Club Meeting Agenda

*The following order of business may be used by any kind of 4-H club.  
The parts shown in parentheses should not be read aloud.*



**President:** The meeting will now come to order, and we will have a song led by \_\_\_\_\_, the song leader.

**Song Leader:** Let us all stand and sing

\_\_\_\_\_

**Everyone:** (All sing.)

**Song Leader:** You may be seated.

**President:** The secretary will now call the roll and give a report of the number of members present and absent.

**Secretary:** (Calls roll.) Mr. President, we have \_\_\_\_ members present and \_\_\_\_ members absent.

**President:** We will now review the meaning of our emblem. What is the National 4-H Emblem?

**Members:** The Four-Leaf Clover with the letter "H" on each leaf.

**President:** What do the four "H's" represent?

**Members:** The equal training of the Head, Heart, Hands, and Health.

**President:** For what is the Head trained?

**Members:** To think, to plan, and to reason.

**President:** For what is the Heart trained?

**Members:** To be kind, true, and sympathetic.

**President:** For what are the Hands trained?

**Members:** To be useful, helpful, and skillful.

**President:** For what is the Health trained?

**Members:** To resist disease, enjoy life, and make for efficiency.

**President:** What is our Motto?

**Members:** "To Make the Best Better."

**President:** We will now stand and repeat the Pledge of Allegiance to our flag and the 4-H Pledge. These will be led by \_\_\_\_\_, (All stand.)

**Members:** (Facing the U.S. Flag)

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

**Members:** (Facing the emblem)

"I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living for my club, my community, my country, and my world."

**President:** You may be seated. *Introduce guests that may be at the meeting.*

**President:** The secretary will read the minutes of the last meeting.

**Secretary:** (Reads the minutes.)

**President:** Are there any corrections or additions to be made to the minutes? (Wait a few seconds for suggestions.)

- If any corrections, have the secretary correct the minutes and state “The minutes are approved as corrected” or,
- If NO corrections state “Minutes will stand approved as read.”

**President:** May we have the Treasurer’s report?

**Treasurer:** (Announce balance on accounts and expenditures since last meeting)

**President:** Will \_\_\_\_\_, Chairperson of the \_\_\_\_\_ committee please report? (Repeat for each committee)

**Committee Chairs:** (As called, report on progress of any committee work as well as any motions from the committee that need approval by main group. The President will proceed with the motion just as they are carried out during the main business meeting.)

**President:** Is there any unfinished business? (If so, discuss it.)

**President:** Is there any new business? (If so, discuss it.)

**President:** We will now proceed with the program as planned. (Demonstrations, Talks, Talent Numbers, etc. are given by members or guest presenters).

**President:** Do I hear a motion to adjourn?

**A Member:** (Standing) Mr. President.

**President:** (Calls the member by name.)

**Same Member:** I move that we adjourn.

**Any Member:** (Seated) I second the motion.

**President:** The motion to adjourn has been made and seconded – all in favor say “aye.”

**Members:** Aye (pronounced like “eye”)

**President:** The meeting is now adjourned. (Refreshments, recreation, etc., will follow adjournment.)

### Roll Call Ideas

- Favorite pet
- Country I would like to visit
- Favorite season
- Person I’d like to be for one day
- Title of favorite song
- My hero is.....
- Favorite month and why
- Fund raising idea
- Favorite book/author
- One thing I have learned in my project
- Favorite car
- Favorite vacation spot
- All-time favorite movie
- Favorite breakfast food
- Favorite summer activity
- Favorite game to play
- What do you look for in a friend?
- Favorite sport
- Favorite contest in O-Rama
- Favorite subject in school and why