

4-H Volunteer Leaders' Series

4-H Club Meeting Agenda

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The following order of business may be used by any kind of 4-H club. The parts shown in parentheses should not be read. If committee reports are to be made, they can be given after the reading and approval of the minutes.

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: 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: Be seated.

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, have the secretary correct the minutes.) If not, the minutes will stand approved as read.

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

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

President: Is there any other business to be presented to the club. (If so, do whatever is to be done.)

President: We will now proceed with the program as planned. (Devotionals, talks, method demonstrations, films, talent numbers, etc., are given.)

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.”

Everyone: Aye (pronounced like I).

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

This material was taken from the *4-H Club Officers Manual* (C408). Each officer of your club should have his/her own copy of the publication. They are available through the county Extension office.

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