# 4-H LIFE PROGRAM AGENDA - SAMPLE

**Activities upon Arrival and between other activities**

*Decorate name badges, scrapbooking and make cards for veterans*

*Select officers for the day: President:______________, Reporter______________ and Song leader ________________

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<th>Place:</th>
<th>Date:</th>
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## 1. 4-H Business Meeting (10 minutes)

- Call to Order - “I now call this meeting to order.” (President)
- Pledges – “Will everyone stand while we do the American and 4-H pledges.” (See handouts, President/All)
- Roll call - “Now we'll do roll call. Please stand and say your name and ……” (President, All)
- Old Business - “We will now hear from ______________(Reporter) who will tell us what happened at last month’s 4-H meeting.”
  - “Last month we made rain sticks, did a mud experiment and …..” (Reporter)
- New Business and Announcements (President)
  - “Today’s Projects/Activities will include….“ (See # 3 below)
  - “Now ____________________ (name), our song leader, will lead us in singing.
- “Today’s song is called_____________________________________________________. (Song leader)
- “Is there anyone who had a birthday this month? If yes, sing birthday song to ________________, ________________, ________________ and _________________. (Song leader).
- “This is the end of our 4-H business meeting.” (President)

## 2. Refreshments

## 3. Projects/Activities

- Patriotic community service
- Gardening project
- Flag-folding and Memorial Day activities
- Story time/reading activity

## 4. Wrap-up

- Demonstrations (All or a sampling for each project made)
- Group discussion and decision-making if needed (4-H LIFE staff or volunteers)
- Thank all volunteers (4-H LIFE staff)
- “This is the end of our 4-H club meeting. Thank you for coming!” (President)