



Missouri 4-H

University of Missouri
4-H Center for Youth Development

4-H Club AGENDA

To have a productive and successful meeting the following format should be used by each 4-H club. The club leader and club president should meet prior to the meeting to outline the agenda. The president should know what is to take place. A detailed agenda should be written and followed by the president. Club meetings should be held monthly on the same date, time and location. A club meeting, to be effective, will last approximately 1 1/2 hours.

BUSINESS (15-20 MINUTES)

Call to order	Treasurer's Report	Unfinished Business
Opening ceremonies	Correspondence	New Business
Roll Call	Committee Reports	Announcements
Minutes of last mtg.	Project Reports	

PROGRAM (30-45 MINUTES)

Club Activity	Illustrated Talks	Films
Demonstrations	Speakers	Other Educational Activity

RECREATION (15 MINUTES)

Social Activities	Music	Games
Entertainment	Parties	Other Fun Activity

ADJOURNMENT

REFRESHMENTS

