





4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

Outline for Minutes of the 4-H Club Meeting

Minutes of the (date)	meeting of the	4	-H Club.	
The meeting was called to order by (presiding officer)Pledge of Allegiance and the 4-H Pledge.		The meeting was opened with the		
Roll call was taken by (secretary) attendance.	There w	ere members,	leaders and	visitors in
Our visitors were:				·
The treasurer reported \$	in the club treasury. \$	_ was collected in du	es. Committee reports	were as follows:
Project reports were as follows:				
Unfinished business discussed inc	eluded:			
Motion to was ma	de by			
It was seconded by After discussion, the motion				
New business included: Motion to	was made by	·		
It was moved and seconded by After discussion, the motion				
A motion was made by	to adjourn the	e meeting. It was seco	onded by	·
(Presiding officer)	g officer) adjourned the meeting.			
The next meeting will be held on	(date)	, at (time)	, at (location)	·
Presentation(s)/speech(es)/project talk(s) were given by: Presenter:Topic:				
Respectively submitted, Secretary				

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