Outline for Minutes of the 4-H Club Meeting

Minutes of the __________ meeting of the ____________________4-H Club.
(date) (name)

The meeting was called to order by (presiding officer)_______________________.

The meeting was opened with the Pledge of Allegiance and the 4-H Pledge.

Roll call was taken by (secretary) ___________________. There were _____ members, ______ leaders and visitors in attendance.

Our visitors were ___________________________________________________________.

Minutes of the last meeting were read and approved/corrected.

Correspondence was received from ____________________________________________.

The treasurer reported $________ in the club treasury. $______ was collected in dues.

Committee reports were as follows:

Project reports were as follows:

Unfinished business discussed included:

Motion to ___________________________________________________________ was made
by___________________________________________.

It was moved and seconded by_________________________. After discussion, the motion ________________________________________________________.
New business discussed included:

Motion to _______________________________________________ was made
by _________________________________________________.

It was moved and seconded by _______________________ . After discussion,
the motion _________________________________________________.

A motion was made by ______________________ to adjourn the meeting. It was
seconded by _________________________________________________.

(Presiding officer)____________________________ adjourned the meeting.

The next meeting will be held on _________________ at _____________________
at _______________.

(time) (date) (location)

Presentation(s)/speech(s)/ project talks(s) were given by:

Presenter    Topic

Respectively submitted,

_____________________    Secretary

Adapted from:  *Piecing It All Together*. Etling, Melang, and Stanley. UNL Extension 4-H.