



4-H Club Meeting Agenda Planner

Updated August 2025

The three components of a 4-H Club meeting are:

- Business (should last no more than 15-20 minutes)
- Education or Program
- Recreation and Refreshments – Just 5 minutes of physical activity can help us decrease stress, enhance focus and boost our self-confidence.

The meeting should be about one hour in length. Youth officers should work with adult leaders in preparing the agenda for the club meeting.

Date: _____ Time: _____ Location: _____

Objectives for this meeting:

1. _____
2. _____
3. _____

	Things to Do	Responsible Person
Activity for Early Arrivals		
Business	1. Call to Order	
	2. Flag Pledges	
	3. Roll call/attendance	
	4. Meeting Minutes	
	5. Treasurer's Report	

	6. Committee Reports	
	7. Unfinished Business	
	8. New Business	
	9. Announcements	
	10. Adjournment	
Program/Education		
Recreation/Refreshments		