4-H Meeting Notes

Date: ____________ Year: ______

Place: _______________________________ Time: ____________

OPENING

☐ Called to order by: _____________________________

☐ Pledge of Allegiance and 4-H Pledge led by: _____________________________

☐ Roll Call was _____________________________

Members: ____ Leaders: ____ Parents: ____ Guests: ____

☐ Song: _____________________________ Led by: _____________________________

OFFICER REPORTS

☐ Minutes of last meeting approved as: ☐read ☐corrected

☐ Communications: _____________________________

☐ Treasurer Report: _____________________________

  o Beginning Balance ______
  o Withdrawals ______
  o Deposits ______
  o Ending Balance ______

☐ Reporter: _____________________________

☐ Parliamentarian: _____________________________

☐ Council Report: _____________________________

☐ Other: _____________________________

☐ Leaders: _____________________________
COMMITTEE REPORTS

☐ Committee: __________________________ by: __________________________
  Motion: __________________________________________________________ pass/fail

☐ Committee: __________________________ by: __________________________
  Motion: __________________________________________________________ pass/fail

UNFINISHED BUSINESS

☐ ________________________________________________________________

☐ ________________________________________________________________

☐ ________________________________________________________________

☐ ________________________________________________________________

NEW BUSINESS

☐ Motion: __________________________________________________________
  Discussion: ______________________________________________________
  Made by: __________________________ Seconded by: __________________________ pass/fail

☐ Motion: __________________________________________________________
  Discussion: ______________________________________________________
  Made by: __________________________ Seconded by: __________________________ pass/fail

☐ Motion: __________________________________________________________
  Discussion: ______________________________________________________
  Made by: __________________________ Seconded by: __________________________ pass/fail

☐ Motion: __________________________________________________________
  Discussion: ______________________________________________________
  Made by: __________________________ Seconded by: __________________________ pass/fail
PROGRAM

☐ Presentation: ____________________________ Member: ____________

☐ Presentation: ____________________________ Member: ____________

☐ Presentation: ____________________________ Member: ____________

☐ Recreation: ____________________________
  ○ Led by: ____________________________

ANNOUNCEMENTS:

☐ ____________________________

☐ ____________________________

☐ ____________________________

☐ ____________________________

☐ ____________________________

☐ Next Month's meeting will be on ___________ at ______ pm, _____________
  Program: ____________________________
  Hosts: ____________________________

ADJOURNMENT

☐ Moved: ____________________________ Seconded: ____________________________ pass/fail
  Activity: ____________________________
  Time: ________ pm

REFRESHMENTS

☐ Provided by ____________________________

Notes taken by: ____________________________