

**4-H CLUB BUSINESS MEETING AGENDA GUIDE**  
*(List the name and office of the person presenting agenda items, as indicated)*

**Date:** \_\_\_\_\_

**Call meeting to order.**

**Flag salute and 4-H pledge to be led by:** \_\_\_\_\_

**Call the roll or pass around a sign-in-sheet to take attendance.**

**Introduction of guests by:** \_\_\_\_\_

**Reading of minutes by:** \_\_\_\_\_

**Treasurer's Report by:** \_\_\_\_\_

**Correspondence Report by:** \_\_\_\_\_

**Other Officers' Reports by:** \_\_\_\_\_

**4-H Council Report by:** \_\_\_\_\_

**Committee Reports by:** \_\_\_\_\_

**Project Reports by:** \_\_\_\_\_

**Old Business:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Business:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Announcements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Adjournment (time):**

**Program introduced by:** \_\_\_\_\_

**Recreation led by:** \_\_\_\_\_

**4 – H CLUB MEETING MINUTES** (Page 1 of 2)

The meeting of the \_\_\_\_\_ 4-H club was called to order by \_\_\_\_\_  
(name & title)

at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(time) (date) (location)

Flag salute and 4 – H pledge led by: \_\_\_\_\_

Action on previous meeting's minutes: \_\_\_\_\_

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance):

Correspondence: \_\_\_\_\_

Other Officers' Reports: \_\_\_\_\_

4-H Council Report: \_\_\_\_\_

Committee Reports: \_\_\_\_\_

**4-H CLUB MEETING MINUTES (Page 2 of 2)**

Old Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Announcements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Meeting: \_\_\_\_\_ Business Meeting Adjourned: \_\_\_\_\_

Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recreation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Corrections and/or additions: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



**ANNUAL CLUB PLANNER** (Page 1 of 2)  
(Fill out at the beginning of the year and update as necessary.)

CLUB NAME \_\_\_\_\_ YEAR \_\_\_\_\_

**CLUB GOALS FOR THE YEAR:**

**CLUB PROGRAM GOALS** 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**CLUB MEMBERSHIP GOALS** 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**CLUB COMMUNITY SERVICE GOALS** 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**LEADERSHIP/MGMT GOALS** 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_



## 4 – H OUTREACH DOCUMENTATION

Program Year: \_\_\_\_\_

Club Name: \_\_\_\_\_ Vice President for Membership: \_\_\_\_\_

Community Club Leader: \_\_\_\_\_ Membership Advisor: \_\_\_\_\_

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least **three** of the first four outreach methods listed below. For assistance, call your county Cooperative Extension Office. To document your club's outreach efforts, attach to this form copies of flyers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H Office.

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Newsletters, posters, flyers, announcements			
<input type="checkbox"/> Personal letters to minorities and/or females (potential members and leaders)			
<input type="checkbox"/> Personal contacts (phone, in person) with potential minority members & leaders			
<input type="checkbox"/> Community and school groups contacted with information, or through community service			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities (eg., festivals, fairs, displays)			
<input type="checkbox"/> Other			