



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) _____. 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: _____.

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 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 meeting. It was seconded by _____.

(Presiding 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