

Meeting Notes Worksheet

This form will help you keep notes for writing the minutes after the meeting. If you are going to be absent, be sure to get a copy of this form to the president or leader to give to the temporary secretary.

4-H Meeting for _____, on _____
(club name) (date)
at _____, at _____.
(place) (time)

A. Opening

- Pledge of Allegiance by _____
- 4-H Pledge by _____
- Inspiration (quote, joke, prayer or song) _____
by _____
- Roll call was _____ and was answered by:
Members _____ Leaders _____ Number of Parents _____ Guests _____ attending.

B. Officer Reports:

- Minutes of last meeting approved as: read corrected
- Correspondence: _____

- Treasurer's Report: Bills: _____
Savings: _____ Checking: _____
- Other Officers:
 - Reporter: _____
 - Historian: _____
 - Other: _____
 - Leader: _____

C. Committee Reports

- Committee: _____

- Committee: _____

D. Unfinished Business

- _____
- _____

E. New Business

- _____ moved to: _____

seconded by: _____ Pass Fail

- _____ moved to: _____

seconded by: _____ Pass Fail

- _____ moved to: _____

seconded by: _____ Pass Fail

- _____ moved to: _____

seconded by: _____ Pass Fail

F. Announcements

- _____
- _____
- _____

G. Adjournment: moved by _____ Pass Fail

H. Program:

I. Refreshments provided by:
