



# CALENDAR PLANNER

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Year: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

4-H Club Goals for the Year:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Month	Meeting Logistics	Program, Event, Activity	Committee Person Responsible
October	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
November	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
December	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	

January	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
February	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
March	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
April	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	
May	Theme:  Roll Call:  Meeting Place:	Business Items:  Education/Program:  Recreation/Refreshments:	

June	<p>Theme:</p> <p>Roll Call:</p> <p>Meeting Place:</p>	<p>Business Items:</p> <p>Education/Program:</p> <p>Recreation/Refreshments:</p>	
July	<p>Theme:</p> <p>Roll Call:</p> <p>Meeting Place:</p>	<p>Business Items:</p> <p>Education/Program:</p> <p>Recreation/Refreshments:</p>	
August	<p>Theme:</p> <p>Roll Call:</p> <p>Meeting Place:</p>	<p>Business Items:</p> <p>Education/Program:</p> <p>Recreation/Refreshments:</p>	
September	<p>Theme:</p> <p>Roll Call:</p> <p>Meeting Place:</p>	<p>Business Items:</p> <p>Education/Program:</p> <p>Recreation/Refreshments:</p>	



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

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

<b>Agenda Item</b>	<b>Things To Do</b>	<b>Person Responsible</b>
1. Call to order		
2. Flag pledges		
3. Roll call/attendance		
4. Secretary's Report/Reading of the Minutes		
5. Treasurer's Report		

6. Committee reports		
7. Unfinished business		
8. New business		
9. Announcements		
10. Adjournment		



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# MEETING PLANNER

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Date of Meeting \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_  
\_\_\_\_\_

Objectives for the meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

	<b>Things To Do</b>	<b>Responsible Person</b>
Activities for Early Arrivals		
Business		
Education or Program		
Recreation and Refreshments		



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