



CALENDAR PLANNER

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



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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:

Agenda Item	Things To Do	Person Responsible
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

Date of Meeting _____ Time _____

Place _____

Objectives for the meeting:

1. _____
2. _____
3. _____

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



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