

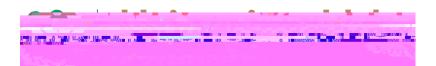


4-H Club

Annual Plan Of Meetings and Activities

Year

	4-H Club Name			
Decular Meeting Date	Place			
Regular Meeting Date	Place			



4-H Club Annual Plan of Meetings and Activities

4-H Club Officers and Advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation and song (15-20 minutes), club business (20-30 minutes), and program (no longer than 30 minutes). Conclude the meeting with refreshments. This meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. It is considered part of the Secretary's Book. See sample plan on back page.

Month	Business Agenda	Program Agenda	Recreation	Community Service	Special Events
Date Time Location	Events, Activities, Items for group decision	Educational program or Activity. Speakers, Demonstrations	Agenda Singing, games, team building, refreshments.	Project	Club, County District, State

Month Business Agenda

Sample 4-H Club Annual Plan

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Business		Recreation	Community Service	Special Events
Events, Activities,	Educational program or	Singing, games, team	Project	Club, County, District
Items for group	activity, Speakers,	building, refreshments	1.10,001	State
decision	Demonstrations	_		
Elect officers	Parliamentary procedure			
Hand out enrollment	Make posters for National			
forms				
Appoint				
"Planning committee				
" National 4-H Week				
promotion committee				
	Items for group decision Elect officers Hand out enrollment forms Appoint " Planning committee " National 4-H Week	Events, Activities, Items for group decision Elect officers Hand out enrollment forms Appoint " Planning committee " National 4-H Week Educational program or activity, Speakers, Demonstrations Parliamentary procedure Make posters for National	Events, Activities, Items for group decision Demonstrations Elect officers Hand out enrollment forms Appoint Planning committee National 4-H Week Beducational program or activity, Speakers, Demonstrations Parliamentary procedure Make posters for National building, refreshments building, refreshments Beducational program or activity, Speakers, Demonstrations Parliamentary procedure Make posters for National services and building, refreshments	Events, Activities, Items for group decision Demonstrations Parliamentary procedure Hand out enrollment forms Appoint Planning committee National 4-H Week Educational program or activity, Speakers, Demonstrations Parliamentary procedure Make posters for National Singing, games, team building, refreshments Project Singing, games, team building, refreshments Project