

**4-H CLUBS - CLASSROOM
ORDER OF BUSINESS OUTLINE**

PRESIDENT: “This 4-H meeting will please come to order. The pledge to
the American flag will be led by, _____,
and the 4-H pledge will be led by, _____.”

VICE PRES: “The Thought for the Day will be given by, _____.”

PRESIDENT: “Our secretary, _____, will now read
the minutes of the last meeting.”

SECRETARY: *Read the minutes of the last meeting.*

PRESIDENT: “Are there any corrections or additions to the minutes? (*Pause*) If not,
they stand approved as read.

VICE PRES: The Service Learning Chairperson, _____,
will now give our Service Learning Report.

SERVICE LEARNING CHAIRPERSON: Give the report of the Service Learning
Project from last month.

PRESIDENT: “The 4-H Leader will now take charge of our meeting.”

Give this form to the secretary.

NOTES:
