Minutes of the _____________________________ 4-H Club Meeting
(Club Name)

Date: ________________________________

The meeting was called to order by (presiding officer). ___________________________

The roll was called: There were ________ member, ________ leaders, and ________ visitors.

The visitors were ________________________________________________________________.

The Treasurer reported $ __________ in the treasury.

__________ Report was read and approved.

Minutes were:

__________ Approved with the following corrections: ______________________

________________________________________________________________________________

Old Business discussed included: ____________________________________________________

________________________________________________________________________________

New Business discussed included: ____________________________________________________

_________________________________________________________________________

The program topic for this month is ___________________________________________________

- Demonstration: ________________________________________________________________
- Talk: ____________________________________________________________
- Presentation: ________________________________________________________________
- Recreation: ________________________________________________________________
  (place)

Motion was made by ___________________________ to adjourn the meeting.

Seconded by ___________________________. Next business meeting will be at

____________________________________ on _______________ at _______________.

Respectfully submitted,

___________________________
(Secretary)