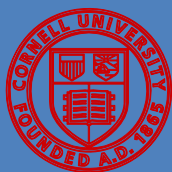




# 4-H Club Officer Record Book



*The President*



**Cornell University**  
Cooperative Extension  
Clinton County



4-H Youth Development

*CCE provides equal program and employment opportunities*

# Contact Information

**Club Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Club Website\*:** \_\_\_\_\_

\*When creating your club's web presence, please refer to NYS 4-H Club Website Guidelines (found at <http://counties.cce.cornell.edu/clinton/website/4h/newclub/webguidelines.pdf>).

Role	Name	Phone Number	Email
<b>Club Officers</b>			
President			
Vice-President			
Secretary			
Treasurer			
News Reporter			
Recreation Leader			
Choose Health Officer			
Photographer			
Club Historian			
Song Leader			
<b>Club Leaders</b>			
Organizational Leader			
Project Leader			
Project Leader			

**CCE Clinton County**

Phone: 518-561-7450 \* Fax: 518-561-0182 \* Address: 6064 State Route 22, Plattsburgh NY 12901 \*

Web: [www.cce.cornell.edu/clinton](http://www.cce.cornell.edu/clinton) \* Blog: [www.ccecc4hce.blogspot.com](http://www.ccecc4hce.blogspot.com)

# *Club By-Laws*

Insert a copy of your club by-laws here.



# Club Planning Calendar

(For ideas, see sample club calendar on the back of the next page)

## Club Goals for the Year:

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

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
<b>October</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
<b>November</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
<b>December</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
<b>January</b> <i>Meeting</i> Date: Time: Location:  Theme:	Business Items  Program  Recreation  Refreshments	
<b>February</b> <i>Meeting</i> Date: Time: Location:  Theme:	Business Items  Program  Recreation  Refreshments	
<b>March</b> <i>Meeting</i> Date: Time: Location:  Theme:	Business Items  Program  Recreation  Refreshments	
<b>April</b> <i>Meeting</i> Date: Time: Location:  Theme:	Business Items  Program  Recreation  Refreshments	
<b>May</b> <i>Meeting</i> Date: Time: Location:  Theme:	Business Items  Program  Recreation  Refreshments	

<i>Month</i>	<i>Program, Event, or Activity</i>	<i>Committee or Person Responsible</i>
<b>June</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
<b>July</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
<b>August</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	
<b>September</b> <i>Meeting</i> Date: Time: Location: Theme:	Business Items	
	Program	
	Recreation	
	Refreshments	

## Year End Review

How well did your club meet its goals?

## Sample 4-H Club Planning Calendar

Here are ideas of business meeting topics/events that might be included in a club calendar:

Month	Task
<b>October</b>	<ul style="list-style-type: none"> <li>Elect and Install officers</li> <li>Send list of officers and leaders to Extension Office</li> <li>Plan and conduct training for officers</li> <li>Conduct ceremony for new members</li> <li>Conduct club goal and program planning</li> <li>Complete enrollment information and turn into Extension office</li> <li>Discuss upcoming county events</li> <li>Recruit project leaders</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Distribute club program calendar and program book</li> <li>Distribute project materials</li> <li>Plan holiday party</li> <li>Project groups begin to meet</li> <li>Discuss upcoming county events</li> <li>Club recognition event</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Community Service Project</li> <li>Members begin to give talks and demonstrations</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Project groups meet</li> <li>Discuss upcoming county events</li> <li>Discuss 4-H record keeping</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Project groups meet</li> <li>Discuss upcoming county events</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Discuss camping opportunities</li> <li>Work on 4-H records</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Discuss judging events</li> <li>Plan club tour</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Discuss county 4-H fair</li> <li>Explain conference judging</li> <li>Work on 4-H records</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Collect 4-H fair entries</li> <li>Discuss fair responsibilities</li> <li>Reports from youth attending special events</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Work on 4-H records</li> <li>Attend county fair</li> <li>Explain State Fair</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Select nominating committee for next year's officers</li> <li>Select program planning committee for next year</li> <li>Finish records and turn them into Extension Office</li> <li>Review year and recognize accomplishments</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Hold project enrollment introduction</li> <li>Explain Achievement Day</li> <li>Announce National 4-H Week</li> <li>Discuss upcoming county events</li> </ul>





# Committee Planning Sheet

**Committee Name:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Committee Advisor:** \_\_\_\_\_

**Goals:**

1. \_\_\_\_\_

2. \_\_\_\_\_

	Task	Who's Responsible	Resources Needed	Due Date
1				
2				
3				
4				
5				
6				
7				

**Year End Review**

Did the committee accomplish its goals? Why or why not?

# 4-H Activity Planning Sheet

**Activity Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Planning Team**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Goals:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

	Task	Who's Responsible	Resources Needed	Due Date
Facilities				
Food/ Refreshments				
Equipment/ Supplies				
Registration				
Transportation				

	Task	Who's Responsible	Resources Needed	Due Date
Insurance				
Printing				
Publicity				
Awards/ Recognition				
Budget/ Finance				
Evaluation				
Thank You				

### **Year End Review**

How did the activity go? What would you do differently next time?

# Welcoming New Members

## Membership Goals

Number of New Members	
Goal for the current 4-H Year	
Actual in the current 4-H Year	

*On the next page is an example new Member Induction.*

To make new members feel welcome in our club, I plan to:

## **New Member Induction**

This ceremony can be used to induct one or more new 4-H members during the new business portion of a club meeting. The new member(s) receives a membership card.

*President:* Today we are happy to welcome (name-s) as a new member(s) of our 4-H club. Will our new member(s) please come forward?

*New member(s):* Walk to front of room and stand next to President facing the rest of the club.

*President:* 4-H members set high goals, think things through and carryout their plans enthusiastically. We care about others and strive to serve our communities in any way we can. 4-H members enjoy working on projects and learning new skills. We protect our health and follow safety rules in all our activities.

4-H members are loyal to one another; we respect our leaders and follow the 4-H code of conduct.

Are you willing to uphold these standards of 4-H membership?

*New member:* Yes

*President:* Do you promise to take an active part in 4-H meetings and activities, to pay your dues and complete jobs you agree to do responsibly and on time?

*New member:* Yes

*President:* Since it is your intention to be an active and reliable 4-H member I welcome you into the (club name) and present you with this membership card. Congratulations!

# Parliamentary Procedure

Parliamentary procedure helps everyone in the club express an opinion in a courteous and orderly fashion. Here are a few highlights to help your club meetings run smoothly.

## 5 Principles of Parliamentary Procedure

1. Discuss one subject at a time
2. Each idea presented for consideration is entitled to full and free discussion.
3. All members are to be treated with justice and courtesy.
4. The rule of the majority must be carried out and the rights of the minority respected.
5. Work towards cooperation and consensus of group interests and wishes.

## Arrangements for Meetings

4-H Club meetings are conducted in an orderly manner and provide valuable experience in parliamentary procedure. The president and secretary sit at a table or desk, facing the other members of the club, the secretary sitting at the left of the president. If possible, clubs should meet in a well-lighted and well-ventilated room provided with comfortable seats. An American flag and a 4-H flag should be on display at every club meeting.

## Making the Meeting Interesting

Clubs can do many things to add interest to business meetings. A few suggestions are:

- Hold meetings as planned.
- Start and stop on time.
- Teach club members to run the meeting.
- Vary the response to roll call.
- Make the business session short and to the point.
- Have as many members as possible participate.
- Use parliamentary procedure.
- Provide variety in every program.
- Use material that is practical and seasonable.
- Use songs, yells, the pledge, and other ritual.
- Use community speakers.
- Have demonstration and judging activities.
- Give public programs--invite parents.
- Plan recreation period--games, songs, stunts.
- Have an occasional surprise for the club.

## Order of Business

### 1. Call to order

The president rises and says, "The . . .4-H Club will please come to order."

### 2. Opening ritual

a. Flag salute--The president says, "Let us rise and salute the flag."

b. A song (optional)--The president says, "We will open our meeting with a song." (The song leader responds promptly in leading a previously selected song.)

### 3. Roll call

The president says, "The secretary will please call the roll." (Members respond when their names are called by rising and giving a brief statement according to what the response to roll call is to be. This may be a current event, progress on the subject, names of trees or birds, and the like.)

### 4. Introduction of guests

Any visitors should be extended the courtesy of being introduced by the president and be given the privilege of speaking.

### 5. Reading the minutes of the previous meeting

The president says, "The secretary will read the minutes of the previous meeting." (The secretary reads.) The president asks, "Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read or "If there are no corrections, the minutes stand approved as read." If there are corrections, the president directs them to be made unless there is an objection, in which case a formal vote as to the wording is taken. If the minutes are approved and an error is noted later, a vote is required for their amendment.

### 6. Treasurer's report

The president says, "We will now have the treasurer's report." The treasurer indicates balance at last

meeting, receipts and expenditures since last meeting, and balance as of this meeting.

### **7. Reports of committees (standing and special)**

The president says, "We will now have the report of the . . . committee." In each case the president calls upon the chairperson of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done, the report is open for discussion and amendment as regular business.

#### *Example:*

President-"We will now have the report of the Parents' Night Committee." Chairperson reads report. President-"Will someone move that this report be accepted?" Member-"I move that this report be accepted." Second Member-"I second the motion." President-"It has been moved and seconded that this report be accepted. Is there any discussion or are there any corrections?" Some discussion will follow. President-"Is there any further discussion? If not, are you ready for the question?" (That is, ready to vote.) If the members are ready to vote, they say, "Question." The president then says, "All those in favor say 'Yes' (or 'Aye'); opposed, 'No.'" The report is accepted (or rejected)."

### **8. Unfinished business** (also called old business)

This includes any unfinished business left over from the previous meeting or meetings. The president asks, "Is there any old business to be considered at this meeting?" The secretary should be careful in noting any unfinished business of previous meetings and make sure that the items are included in the order of business of the following meetings. Either the secretary or some other club member should bring up unfinished business, or the president may state the business included on the order of business for the meeting.

### **9. New business**

The president asks, "Is there any new business to be considered at this time?" If matters of new business have been included on the order of business, the president may state the business.

#### *Example:*

President-"We are now ready for the new business of the meeting. One item is whether we shall hold a club picnic. Will someone make a motion in regard to this matter so that we may discuss the question?" Member (addresses chair and is recognized)F1 move that a club picnic be held in Hart's Grove the afternoon of July 15." Another member-"I second

the motion." President-"It has been moved and seconded that a club picnic be held in Hart's Grove the afternoon of July 15. Is there any discussion?" After the discussion it may seem best to have a committee make the arrangements for the picnic. Another member (addresses chair and is recognized)- "I wish to amend the motion by adding, 'and that a committee of three members, in addition to the president and 4-H leader, be appointed by the president to make the arrangements.'" If the amendment is seconded, it is repeated by the president and opened for discussion. The amendment is then voted on in the same manner as a main motion. If it is carried, the president says, "We will now vote on the motion as amended," and repeats the motion as amended. If the amendment is lost, the president says, "We will now vote on the original motion."

### **10. Appointment of committees**

Committees on recreation, refreshments, entertainment, program, etc., for the next meeting or the appointment of other special committees are ordered by vote of the members during the meeting.

### **11. Closing ritual**

- a. Club songs
- b. Club yells
- c. 4-H pledge The president says, "Let us stand and repeat the 4-H pledge."

### **12. Adjournment of business meeting**

- a. The president asks, "Will someone make a motion that we adjourn?"

The meeting is not adjourned until such a motion is made, seconded, stated by the chair, voted upon, and declared passed by the president. The secretary should make a record of this motion the same as for any other.

or

- b. If it appears that there is no further business, the president may ask, "Is there any further business?" If there is none, the president may declare, "The meeting is adjourned."

### **13. Program**

The meeting is turned over to the leaders or others for a program of instruction, demonstrations, etc.

### **14. Recreation**

Social and recreational activities as planned by a committee appointed previously.



## Making a Motion

Official business at meetings is conducted by making motions and by discussing, amending, and voting on them. It is important that motions be thoroughly discussed and understood before members vote on them. The President should delay voting until everyone understands the advantages and disadvantages of the motion.

## Main Motions

1. *A member makes a motion: "I move that..."* A member must be recognized by the President at a time there is no other business on the floor (one motion at time unless it's a motion about a motion).
2. *Another member seconds the motion.* This can be done without being recognized by the President. A motion must be seconded for members to discuss and act upon it. Seconding the motion does not necessarily mean the member supports the motion. If no one seconds the motion, the President can ask, "Is there a second to the motion?"
3. *The President states the question on the motion.* The President states the motion for the club to debate.
4. *Debate takes place on the motion.* The original mover speaks first. Each speaker can speak up to two times, the second after everyone has had one turn.
5. *The President puts the question to a vote.* The President restates the motion and calls for a vote.
  - o Voting can be done in several ways such as by acclamation (speaking aye, nay), show of hands, roll call (call names of those in attendance and ask for their vote), and secret ballot. The President, seeing agreement of the group, can also say, "Unless there is object, the motion is approved."
  - o The President does not vote except in cases of a tie or secret ballot.
6. *The President announces the results of the vote.* The President says, "The motion is passed" or "The motion is defeated or did not pass," according to the votes.

## Secondary Motions

- *Amend a Motion* Motions can be changed. Motions to amend must be seconded like main motions. Members discuss and vote on the amendment, then on the main motion as amended. Any number of amendments can be made one after another.
  - A member makes a motion to amend: "I move to amend that motion by adding..." and discussion continues through steps 2-6 for the amendment.
  - Members discuss, then vote on, the main motion as amended.
- *Withdraw a Motion* A motion may be withdrawn if the person who made the motion and the person who seconded it both agree to withdraw it.
- *Table a Motion* If more information is needed or there isn't enough time to discuss and vote on a motion, it may be tabled to the next meeting or a later date.
  - A member says, "I move that the motion be tabled until..."  
Another member seconds the motion, and it is taken to a vote (no discussion).
  - Requires a majority vote to pass
- *Refer to a Committee* Often it saves time if a motion or decision is referred to a committee for further investigation. The committee could be a standing committee or a committee appointed by the President. The President decides if the committee is to look into the matter and report back to the group, report to the President, or act (this means the committee makes the final decision).
  - A member says, "I move to refer this motion to a committee."  
Another member seconds the motion, and it is taken to a vote.
  - Requires a majority vote to pass

# Tools of the Trade

## **Congratulations on being elected an officer of your club!**

This is a very important leadership role. You and the other club officers and your club leaders will be role models for other club members. Take your role seriously, be honest and fair, do the best job you can, and you will succeed.

As an officer, you will manage the planning and carry out the club's programs and business. You will be guardian of the club's legal, financial, social, and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and does not discriminate on the basis of race, color, national origin, religion, gender, or disability.

**In the following pages are tools to help you succeed in your elected office.**

# Goals

**This year, as an officer of my club, I want to:**

	Describe your goal	Action Steps	Achieved
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>

## **Year End Review**

Check off those goals you accomplished. What helped you achieve these goals? What made them difficult?

# Officer Job Description

## Duties

### Duties of all Officers

- Learn and act upon the duties of your office
- Be an active member of the board of officers
- Attend officer executive board meetings
- Attend club meetings and activities
  - Work as a team with other members to set and clean-up the meeting area
  - Greet guests, members, and leaders as they arrive
  - Offer help when needed
  - Help new members become acquainted with 4-H
  - Give reports to the club, leaders, and Extension Office as required
- Lead in planning meetings and events
  - Help set annual club goals for membership, programs, and service
  - Help develop a year-long club program calendar
  - Help plan the club budget
- Give your opinion on issues, but also listen to what others have to say
- Actively represent 4-H in your community
- Let the club leader know if you are not able to attend a meeting

### Duties of the President

- Decides points of order fairly
- Casts the deciding vote in case of a tie vote
- Has a definite program in mind and knows what is to be done before the meeting time. Work with club leader and other officers to develop a meeting agenda.
- Call the meeting to order on time.
- With assistance from the club leader, arrange for a meeting place.
- Remind and encourage each person on the program to be prepared.
- Preside at all club meetings. If you cannot attend, arrange for another person (usually the Vice President) to preside.
- Remember that good club meetings include four basic ingredients.
  - Inspiration (5 to 10 minutes) Motto, pledge, songs, etc.
  - Business (15 minutes) Roll call, minutes, committee reports etc.
  - Program (15 to 20 minutes) Talks, demonstrations, etc.
  - Recreation (30 minutes) Games, refreshments, etc.
- Appoint committees as needed.
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings.

*Honor President/Vice President*  
Submit at least 9 Agenda Reports to the Extension Office. Each agenda is due by the 10<sup>th</sup> of the next month. The President and the Vice President can work together so both can earn this award.

- Coordinate the activities of officers, leaders, and committees to ensure maximum member involvement in all club activities.
- Serve on a program committee or nominating committee (optional).

## When You Preside

### Prepare Yourself

You can preside more efficiently if you have made thorough preparations before the meeting. As president, you need to prepare an agenda that lists the parts of the program, the amount of time needed and the persons responsible for each section. Check your Club Planning Calendar for the whole year to carry through with those plans already made. Review the minutes of the club meetings to deal with the club's decisions and to take care of unfinished business.

### Guiding Your Club

Your success when you preside depends upon your ability, not merely to maintain order, but also to guide the meeting so that it moves progressively toward its goal. The meetings you preside over may be formal business meetings, a combination business and program meeting, banquets or very informal committee meetings. Procedures to follow depend on the kind of meeting, but the methods of effective leadership apply in all meetings. You should help the members feel at ease, encourage them to take part in the discussion and stimulate their interest in the topic that is being discussed. You can inspire order through the way you conduct the meeting. In one-way or another, meetings should be used to carry out the purpose of the organization. You should know the purposes, functions and policies of the organization and conduct the meetings accordingly.

### Helpful Phrases

Part of the Meeting	What To Say
Call to Order	"The meeting will come to order."
Pledge to the Flags	"{Name} will lead the pledge"
Roll Call	"The Secretary will please call the roll"
Reading of the Minutes	"The Secretary will read the minutes of the last meeting."
Approval of the Minutes	"Are there any additions or corrections to the minutes?" If not, "The minutes stand approved as read." Or, "Is there a motion to approve the minutes?"
Treasurer's Report	"The Treasurer will present the treasurer's report." Note: this does not need a motion to approve.
Committee Reports	"The {Name} Committee will report."
Unfinished Business	Present any unfinished business you know about. Then ask, "Is there any more old business?"
New Business	Present any new business you know about. Then ask, "Is there any more new business?"
Adjournment	"Do I have a motion to adjourn the meeting?" Take a vote and declare the meeting adjourned if the motion is passed.

# Nomination and Election of Officers

## Nominations from the Floor

- The President explains the duties of the office, then announces, "Nominations are open for..."
- Member says, "I nominate..."
- Nominations do not require a second but may be seconded to show support.
- The nominated member decides whether or not to accept the nomination.

## Nomination by Committee

Sometimes nominations are made by a nominating committee selected by the President.

- After getting permission from the nominees, the committee makes a list of candidates—usually two for each office.
- These nominations are presented as a committee report to the club.
- Other nominations may be made from the floor by the members.
- The committee should have a pre-prepared ballot with a blank space after the candidates for each office to allow for write-in candidates and nominations from the floor.

## Closing Nominations

- When the members finish nominating, the President says three times, "Are there any other nominations?" If no one else is nominated, the President says, "Nominations are closed."
- Any time during nominations a member may say, "I move that nominations cease." Another member may second the motion. The President calls for a vote. If the vote passes (two-thirds required), the President says, "Nominations are closed."

## Voting on Nominations

- Voting for officers should always be done by secret ballot.
- It takes a majority (more than half) of the votes to be elected.
- If no one receives a majority, the group votes again, this time only for the two candidates receiving the most votes.





# Agenda Report

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

Pledge of Allegiance \_\_\_\_\_ by: \_\_\_\_\_

Other Opening Ritual: \_\_\_\_\_ by: \_\_\_\_\_

Roll Call \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Introduction of Guests \_\_\_\_\_ by (Vice President): \_\_\_\_\_

Names: \_\_\_\_\_

\_\_\_\_\_

Minutes of Previous Meeting \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Treasurer's Report \_\_\_\_\_ by (Treasurer): \_\_\_\_\_

Committee Reports \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

## Unfinished Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## New Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

# Agenda Report

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

Pledge of Allegiance \_\_\_\_\_ by: \_\_\_\_\_

Other Opening Ritual: \_\_\_\_\_ by: \_\_\_\_\_

Roll Call \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Introduction of Guests \_\_\_\_\_ by (Vice President): \_\_\_\_\_

Names: \_\_\_\_\_

\_\_\_\_\_

Minutes of Previous Meeting \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Treasurer's Report \_\_\_\_\_ by (Treasurer): \_\_\_\_\_

Committee Reports \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

## Unfinished Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## New Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

# Agenda Report

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

Pledge of Allegiance \_\_\_\_\_ by: \_\_\_\_\_

Other Opening Ritual: \_\_\_\_\_ by: \_\_\_\_\_

Roll Call \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Introduction of Guests \_\_\_\_\_ by (Vice President): \_\_\_\_\_

Names: \_\_\_\_\_

\_\_\_\_\_

Minutes of Previous Meeting \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Treasurer's Report \_\_\_\_\_ by (Treasurer): \_\_\_\_\_

Committee Reports \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ by: \_\_\_\_\_

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## Unfinished Business

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## New Business

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

# Agenda Report

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

Pledge of Allegiance \_\_\_\_\_ by: \_\_\_\_\_

Other Opening Ritual: \_\_\_\_\_ by: \_\_\_\_\_

Roll Call \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Introduction of Guests \_\_\_\_\_ by (Vice President): \_\_\_\_\_

Names: \_\_\_\_\_

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Minutes of Previous Meeting \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Treasurer's Report \_\_\_\_\_ by (Treasurer): \_\_\_\_\_

Committee Reports \_\_\_\_\_

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## Unfinished Business

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## New Business

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

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Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

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Roll Call \_\_\_\_\_ by (Secretary): \_\_\_\_\_

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Minutes of Previous Meeting \_\_\_\_\_ by (Secretary): \_\_\_\_\_

Treasurer's Report \_\_\_\_\_ by (Treasurer): \_\_\_\_\_

Committee Reports \_\_\_\_\_

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## Unfinished Business

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

# Agenda Report

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call to Order (time): \_\_\_\_\_ by (President): \_\_\_\_\_

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

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Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

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Appointment of Committees \_\_\_\_\_ by (President): \_\_\_\_\_

Announcements \_\_\_\_\_ by: \_\_\_\_\_

4-H Pledge \_\_\_\_\_ by: \_\_\_\_\_

Other Closing Ritual \_\_\_\_\_ by: \_\_\_\_\_

Adjournment (time): \_\_\_\_\_ by (President): \_\_\_\_\_



# The 4-H Pledge

*I pledge*

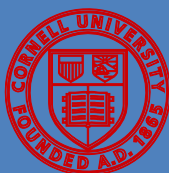
*My Head to clearer thinking*

*My Heart to greater loyalty*

*My Hands to larger service*

*And my Health to better living*

*For my club, my community, my country, and my world*



**Cornell University**  
Cooperative Extension  
Clinton County



4-H Youth Development

*CCE provides equal program and employment opportunities*