

# THE MINUTES OF CLUB MEETING

(Following meeting, submit a copy to the Extension Office)

Name of 4-H Club: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Present: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Leaders \_\_\_\_\_ Visitors \_\_\_\_\_ Total \_\_\_\_\_

⇒ The (regular or special) meeting of \_\_\_\_\_ 4-H club  
was held at \_\_\_\_\_ (place) on \_\_\_\_\_ (date).

⇒ The meeting was called to order by \_\_\_\_\_ (name) at \_\_\_\_\_ (time).

⇒ Minutes of the previous meeting were read and approved.

⇒ The Treasurer's Report was given.

The balance as of the last meeting on \_\_\_\_\_ (date) was \$ \_\_\_\_\_.

⇒ The following bills were paid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

⇒ The following deposits were made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

⇒ The current balance is \$ \_\_\_\_\_

⇒ Committee Reports: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⇒ Unfinished Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⇒ New Business: \_\_\_\_\_  
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⇒ Announcements: \_\_\_\_\_  
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⇒ Adjournment: \_\_\_\_\_  
\_\_\_\_\_

⇒ Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⇒ Date, Place and Plans for Next Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary