

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: _____

Announcements: _____

Adjournment: _____

Program: _____

Date, Place and Plans for Next Meeting: _____

Signed: _____

Secretary