

**Minutes of the \_\_\_\_\_ 4-H Club Meeting**

**Date of Meeting** \_\_\_\_\_

**Place of Meeting** \_\_\_\_\_

**Number of Leaders Present** \_\_\_\_\_ **Members Present** \_\_\_\_\_ **Visitors Present** \_\_\_\_\_

**Time Called to order** \_\_\_\_\_ **by** \_\_\_\_\_

**Secretary report**

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**Treasurers' report**

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**Correspondence**

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**Committee reports**

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**Old Business** \_\_\_\_\_

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**New Business** \_\_\_\_\_

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**Meeting adjourned** \_\_\_\_\_

**Next meeting, date, time and location** \_\_\_\_\_

**Activity** \_\_\_\_\_

(make additional copies as needed)