

President



Protected Under
18 U.S.C. 707



Basic 4-H Club Meeting



1. **CALL TO ORDER** (*President, _____, Raps Gavel 2 times for members to come to order*)
 The meeting of the _____ 4-H Club will come to order. We will begin with the Pledge of Allegiance and the 4-H Pledge. _____ and _____ will be our Pledge Leaders today. Everyone please stand. (*President, Raps Gavel 3 times & members stand*)
2. **PLEDGES** (*The 2 Pledge Leaders come to the front to lead pledges*)
(All Members, Pledge Leaders and all Officers stand and recite pledges along with Pledge Leaders)
(Pledge Leader, _____) Attention, salute, pledge: I pledge allegiance to the flag...
(Pledge Leader, _____) Attention, 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.
3. **ROLL CALL** (*President raps gavel 1 time for members to sit*) Next, we will have roll call. Please respond when your name is called by our Secretary, _____.
(Secretary) When I call your name, please answer with your favorite _____.
(Secretary calls names of each club member on roll and checks off names of members present)
4. **EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES**
(President) Our Vice-President, _____, will tell us our club options for today.
(Vice-President) Today's club options are:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
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5. **ANNOUNCEMENTS** (*President*) Are there any announcements?
6. **ADJOURNMENT** (*President*) Do I have a motion to adjourn the meeting?
(Member 1, _____) I move that the meeting be adjourned. (President) Is there a second?
(Member 2, _____) I second the motion. (President) All those in favor of the motion to adjourn the meeting say "aye." All opposed say "no." The motion to adjourn the meeting is passed. The meeting is adjourned and you may go to your project meetings. (President raps gavel 3 times.)

Use popsicle sticks or officer buttons to draw out officer duty and members for the day. President, Vice-President, Secretary, American Pledge Leader, 4-H Pledge Leader, Member 1, Member 2. You may also have unlimited number of Member cards for each youth present.

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- ❖ 1 rap = Signal for members to sit – Follows the announcement of a vote - Adjourns the meeting
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- ❖ 3 raps = Signal for group to stand in unison (for pledges, to recognize honored guests, etc.)
- ❖ Multiple raps = Signal to restore dignity and order to the meeting, members, sit and be quiet.

Adapted by the Florida 4-H Military Programming team, from 4-H 101, Lesson 11, 4-H Military Partnerships, 4-H National Headquarters, National Institute of Food and Agriculture, USDA.

Vice President



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American Pledge Leader



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4-H Pledge Leader



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Secretary



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(Secretary) When I call your name, please answer with your favorite_____.
(Secretary calls names of each club member on roll and checks off names of members present
(if you do not work off the list say)
Please state your name and tell us your favorite_____.
(if you have too many members for above options say)
 Please be sure you have signed in for today' s meeting .

4. **EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES**
(President) Our Vice-President, _____, will tell us our club options for today.
(Vice-President) Today' s club options are:
 a. _____ b. _____
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Member 1



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