

Minutes of _____ Club
Club name

Meeting Held at _____ Date: _____
Location

The meeting was called to order by _____ Time Started: _____
Name

The flag salute was led by: _____
Name Name Name

The 4-H pledge was led by: _____
Name Name Name

The minutes were read by _____
Name

Motion made by: _____
Name

2nd by: _____ Vote: _____ Motion Carried: _____ / _____
Name Yes No Yes No

Treasurer's report was given by: _____
Name

Balance: \$ _____
Amount in Treasury

Collected: \$ _____

Spent: \$ _____

Approval of bills not budgeted: _____ \$ _____
Name of item Dollar amount

Motion made by: _____
Name

2nd by: _____ Vote: _____ Motion Carried: _____ / _____
Name Yes No Yes No

Reporter's report: (How many articles submitted during month?) _____
Amount

Correspondence Secretary: (Letters received or written by secretary) _____
To Whom To Whom

New Business or up coming events:

Report on coming events: (include dates) (Brief description or written report attached)

(Include all motions made in this section and person's name making motion, name of person seconding motion, and record weather motion passed or not.)

Old or unfinished business:

Report of events completed (Dates and interesting details) (Brief description or written report attached)

_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date

(Include all motions made in this section and person's name making motion, name of person seconding motion, and record whether motion passed or not.)

Project reports: (list person, project and brief description of report) (or ask for written reports and attach)

_____	_____
Project	Person
_____	_____
Project	Person
_____	_____
Project	Person

Project Leaders Reports: (Brief description of report) or (ask for written report and attach)

_____	_____
Project	Leader
_____	_____
Project	Leader
_____	_____
Project	Leader

Community Leader Report: (Brief description of report) or (ask for written report and attach)

_____	_____
Brief description of report	Community Leader Name
_____	_____
Brief description of report	Community Leader Name
_____	_____
Brief description of report	Community Leader Name

Any other business or announcements: (Brief description or written report attached)

Brief description

Person's name

Brief description

Person's name

Brief description

Person's name

Following adjournment the following program will be presented:

Brief Description

The Meeting was adjourned at: _____

Time

Respectfully Submitted,

Secretary or person submitting