

Meeting Agenda Activity

Intended Audience:

4-H Club Members

Lesson Objectives:

Participants will:

- Learn the order of a club meeting agenda

Time: 5 minutes

Equipment and Supplies:

- Agenda Item Cards

HOW TO PLAY

Ask for eleven club members to volunteer to participate in this activity. Mix up the deck of *Agenda Item Cards* and hand one card to each of the volunteers.

With each of them standing in a line, ask them to arrange themselves in the appropriate order (left to right) from the beginning of the agenda to the end. Once finished, ask members watching the activity to help rearrange them if any are out of order.



Agenda Activity Answer Key

- ✿ Call to Order
- ✿ Pledges
- ✿ Welcome Guests
- ✿ Roll Call
- ✿ Minutes
- ✿ Treasurer's Report
- ✿ Committee Reports
- ✿ Old Business
- ✿ New Business
- ✿ Announcements
- ✿ Adjourn Business Meeting



**CALL TO
ORDER**

PLEDGES

**WELCOME
GUESTS**

**ROLL
CALL**

MINUTES

TREASURER'S REPORT

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

**ADJOURN
BUSINESS
MEETING**
