



# 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. (*President, Raps Gavel 3 times for members to stand*)
2. **PLEDGES** (*The 2 Pledge Leaders come to the front to lead pledges; all members will recite pledges*)  
 (*Pledge Leader*) Attention, salute, pledge: I pledge allegiance to the flag...  
 (*Pledge Leader*) Now the 4-H, 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 rap gavel 1 time for members to sit*) Next, we will have roll call.
4. **SECRETARY:** Please state your name and tell us your favorite \_\_\_\_\_.  
 (If a large group say) Please be sure you have signed in on the attendance sheet.  
 (*President*) Now the treasurer will give the treasurer's report.
5. **TREASURER:** There is a total of \$\_\_\_\_\_ in our club account.  
 (*President*) The treasurer's report will be filed for audit.
6. **EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES**  
 (*President*) Our Vice-President, \_\_\_\_\_, will tell us our club options for today.  
 (*Vice-President*) Today's educational program will be by \_\_\_\_\_ teaching us about \_\_\_\_\_.  
 Or  
 Today's club options are: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_
7. **ANNOUNCEMENTS** (*President*) Are there any announcements?
8. **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 "yes." {pause} All opposed say "no." {pause} The motion to adjourn the meeting has passed. Please stand. (*raps gavel 3 times*) We will adjourn by saying the 4-H Motto and you may go to your project meetings/activities. (*All*) To make the best better. This meeting is adjourned (*President rap gavel 1 times.*)

The Gavel is a symbol of power and authority and should be respected. Only the presiding officer may use the gavel. When not in use, the gavel rests on the podium or table in front of the presiding officer.

- ❖ 1 rap = Signal for members to sit – Follows the announcement of a vote - Adjourns the meeting
- ❖ 2 raps = Calls the meeting to order
- ❖ 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 quite.

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



# Basic 4-H Club Meeting



- ❖ **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. (*President, Raps Gavel 3 times for members to stand*)
- ❖ **PLEDGES** (*The 2 Pledge Leaders come to the front to lead pledges; all members will recite pledges*)  
(*Pledge Leader*) Attention, salute, pledge: I pledge allegiance to the flag...  
(*Pledge Leader*) Now the 4-H, 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.
- ❖ **ROLL CALL** (*President rap gavel 1 time for members to sit*) Next, we will have roll call.
- ❖ **SECRETARY:** Please state your name and tell us your favorite\_\_\_\_\_  
(If a large group say) Please be sure you have signed in on the attendance sheet.  
(*President*) Now the treasurer will give the treasurer’s report.
- ❖ **TREASURER:** There is a total of \$\_\_\_\_\_ in our club account.  
(*President*) The treasurer’s report will be filed for audit.
- ❖ **EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES**  
(*President*) Our Vice-President, \_\_\_\_\_, will tell us our club options for today.  
(*Vice-President*) Today’s educational program will be by \_\_\_\_\_ teaching us about \_\_\_\_\_.  
  
*Or*  
Today’s club options are: 1.\_\_\_\_\_, 2.\_\_\_\_\_, 3.\_\_\_\_\_
- ❖ **ANNOUNCEMENTS** (*President*) Are there any announcements?
- ❖ **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 “yes.” {pause} All opposed say “no.” {pause} The motion to adjourn the meeting has passed. Please stand. (*raps gavel 3 times*) We will adjourn by saying the 4-H Motto and you may go to your project meetings/activities. (*All*) To make the best better. This meeting is adjourned  
(*President rap gavel 1 times.*)

The Gavel is a symbol of power and authority and should be respected. Only the presiding officer may use the gavel. When not in use, the gavel rests on the podium or table in front of the presiding officer.

1 rap = Signal for members to sit – Follows the announcement of a vote - Adjourns the meeting

2 raps = Calls the meeting to order

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 quite.

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