**4-H Club Meeting Minutes Template**

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| --- | --- |
| **Name of Club:** | **Date of Meeting:** |
| **Location of Meeting:** | **Name of Pres (or VP):** |
| **Time Called to Order:** | **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** |
| **Who Led Pledges:** | **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** |
| **Number of Members:** | **Number of Leaders:** |
| **Number of Parents:** | **Number of Guests:** |

**Secretary Report**

|  |  |
| --- | --- |
| **Read By:** | **Additions or Corrections:** |
| **Motion to Approve:** | **Seconded:** |
| **Motion Carried?** | **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** |

 **Treasurer Report**

|  |  |
| --- | --- |
| **Read By:** | **Additions or Corrections:** |
| **Beginning Balance: $** | **Money Received: $** |
| **Money Paid Out: $** | **Ending Balance: $** |
| **Motion to Approve:** | **Seconded:** |
| **Motion Carried?** | **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx** |

**Committee Reports:**

**Old Business:**

**New Business:**

**Guest Speaker / Demonstrations / Etc:**

|  |  |
| --- | --- |
| **Next Meeting Date:** | **Adjourn Time:** |
| **Motion:** | **Seconded:** |
| **Motion Carried:** | **Minutes Submitted By:** |

Other Notes: