



4-H CLUB PLANNING WORKSHEET



Name of Club _____

Name of Leader(s) _____

Club Goals for the Month of _____

1. _____

2. _____

3. _____

Planning Meeting Date and Time _____

Officer Roles and Responsibilities:

1. Pledge - Who? - American _____
- Who? - 4-H _____

2. Secretary – Are minutes ready? Yes _____ No _____

3. Reporter – Sent article to newspaper? Yes _____ No _____

Topic: _____ Date Printed _____

4. Treasurer – Have report ready? Yes _____ No _____

Starting balance \$ _____ Income or Expenses \$ _____

Ending balance \$ _____

5. Vice President – Have program ready? Yes _____ No _____

Who? _____

What? _____

6. CRD Chairman – Have report ready? Yes _____ No _____

What is your study or service? _____

7. Do you have any old or new business to discuss? Yes _____ No _____

What? _____

8. What to do before this month's meeting? _____



_____ Date

_____ Club President's Signature

_____ Club Leader's Signature