

# Larimer County 4-H



LARIMER COUNTY

COLORADO STATE UNIVERSITY

EXTENSION

## Sample Agenda's

**Clubs: Please add to unfinished business and new business as necessary to meet you club needs.**

# JANUARY SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Enrollment reminder
  - January 15 - \$50
  - After January 15 – \$50 plus late fee \$15
  - After March 1 – ineligible to participate in County Fair
- Foundation Carnival tickets
- Exchange Auction
- Annual Calendar review
  - Make note of required project deadlines
    - Weigh Days
    - Orientations
    - Animal ID Deadlines
    - MQA
- District II - Junior Jam announcement (deadline February or March)
- Team participation and extra competitions
  - Horse Judging, Hippology, Horse Quiz bowl, Family and Consumer Science Skill-A-Thon, Consumer Science Bowl, Consumer Judging, Livestock Quiz bowl, Livestock Judging, Meats Judging, Dairy Judging and Dog Bowl (county only activity).

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# FEBRUARY SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Enrollment reminder
  - January 15 - \$50
  - After January 15 – \$50 plus late fee \$15
  - After March 1 – ineligible to participate in County Fair
- Finalize all project enrollments
  - Any changes, please contact Pam Heeneey
- Foundation Carnival Finalize plans
- Continuing Education Scholarship Deadlines (Foundation and State)

Leader's report

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Recreation

# MARCH SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Contests coming up in April and/ or May
  - Cake Decorating (must be enrolled in Cake Decorating)
  - Speech and Demonstrations
  - Creative Cooks
  - Performing Arts (County only in June)
  - Fashion Revue (End of July Contest. You must enter the garment into the County Fair for judging)

Leader's report

Announcements

Educational program

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Recreation

# APRIL SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- State Conference Announcement (deadline in May)

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# MAY SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- State Conference Announcement (deadline in May)
- Performing Arts Deadline

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# JUNE SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- County Fair Dates and deadlines
- County Fair Parade participation

Leader's report

Announcements

Educational program

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# JULY SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- County Fair Dates and deadlines
- County Fair Parade participation
- Chartering Club (deadline late August)
- Leader and Special Award nominations
- Review County Fair requirements
  - Record Books
    - Some need the project curriculum for completion
  - County Fair Premium Book
- Colorado State Fair dates

Leader's report

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# AUGUST SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- County Fair
- State Fair
- Chartering Club (deadline late August)
- Leader and Special Award nominations
- Record Book deadlines
- Leader Award nomination deadlines
- Complete 4-H requirements – Club completion reports due September

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# SEPTEMBER SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Officer Training
- Colorado Leadership Conference Announcement (deadline in October)
- National 4-H Week (first full week of October)
  - Larimer County 4-H Open House

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# OCTOBER SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Officer Training (usually last week of month)
- Achievement Night
- Elections
- International Exchange (deadlines vary)

Leader's report

Announcements

Educational program

Refreshments

Adjournment

Recreation

# NOVEMBER SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Achievement Night (County and/ or Club)
- Discuss community service projects
- Leadership Development Conference Announcement (deadline early January)
- Youth Fest Announcement (deadline early January)
- National Conference Announcement (deadline in December)
- Determine club plans for Demonstrations
- Enrollment Open

Leader's report

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Educational program

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Adjournment

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# DECEMBER SAMPLE AGENDA



Call to Order

Pledges

Roll Call

Reception of new members and recognition of guests

Minutes of last meeting

Reports

Unfinished business

New business

- Carnival
- Other fundraising needs for the year
  - Remember: fundraisers are to raise money to buy something the club has selected to purchase. (Example, shirts for the club, which should have an estimate goal).
- Enrollment for following year
- National Western Stock Show 4-H Day Announcement

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