• PRESIDENT: "Will this meeting come to order."

• PRESIDENT: "Roll Call."

• PRESIDENT: "Vice President, ____________________, will now lead us in the Pledge of Allegiance and the 4-H Pledge."

• VICE PRESIDENT: "Please stand and face the flag for the Pledge of Allegiance and remain standing for the 4-H Pledge."

• VICE PRESIDENT: Say the Pledge of Allegiance
  Say the 4-H Pledge

• PRESIDENT: "Thank you, ____________________ for leading us in the pledges."

• PRESIDENT: "Now the Secretary, ____________________, will read the minutes from the last meeting."

• SECRETARY: "Read the minutes from the meeting last month"

• PRESIDENT: "Are there any corrections to the minutes? (Pause) If there are no corrections then the minutes stand approved as read. Thank you for your report Secretary, ____________________."

• PRESIDENT: "Is there any unfinished business?"
  "Is there any new business?"
  "Are there any announcements?"

• PRESIDENT: "Thank you, now I shall turn the meeting over to our program leader for our program."

• PRESIDENT: "Thank you for our program."

• PRESIDENT: "The 4-H Club will now adjourn until our next month meeting."