

**SAMPLE MEETING AGENDA**

**(DATE, TIME AND LOCATION)**

1. **CALL TO ORDER – INCLUDE TIME**
2. **COMMITTEE TO APPROVE THE MINUTES**
3. **DEVOTION, FOLLOWED BY THE PLEDGE OF ALLEGIANCE**
4. **CLUB COLLECT OR JUNIOR PLEDGE**
5. **REPORT OF RECORDING SECRETARY**
6. **REPORT OF EXECUTIVE COMMITTEE AND COMMUNITY SERVICE**
  - PRESIDENT
  - VICE PRESIDENT
  - TREASURER'S REPORT
  - RECORDING SECRETARY
  - CORRESPONDING SECRETARY
  - COMMUNITY SERVICE REPORTS
7. **NEW BUSINESS**
8. **OLD BUSINESS**
9. **ANNOUNCEMENTS AND ADJOURNMENT - INCLUDE TIME**