

Sample Club Meeting Agenda

	Person responsible	Start time	End time
<p>Opening ceremony <i>(This may include a patriotic song or pledge, an inspirational thought, an invocation, or a simple welcome.)</i></p>	_____	_____	_____
<p>Introductions <i>(Include visiting district and division officers, new members, inter-clubs, other guests.)</i></p>	_____	_____	_____
<p>Communications received</p>	_____	_____	_____
<p>Announcements</p> <ul style="list-style-type: none"> • Board actions • Projects • Meetings 	_____ _____ _____	_____ _____ _____	_____ _____ _____
<p>Committee chairmen reports</p>	_____	_____	_____
<p>Recognition of members</p> <ul style="list-style-type: none"> • Induction ceremony • Awards received • Newspaper publicity • Birthdays • Anniversaries • Club achievement • Extend greeting to visitors, expressing appreciation for their attendance 	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<p>Presentations</p> <ul style="list-style-type: none"> • Certificates and other awards 	_____	_____	_____

One-minute education spot

(See <http://www.kiwanis.org/resources/club>
for "Education Minutes.")

Program

- Introduction
- Program
- Thanks
- Extend appreciation to
visitors for attending

Adjournment
