### Sample Club Meeting Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Person responsible</th>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
</table>

#### Opening ceremony
*This may include a patriotic song or pledge, an inspirational thought, an invocation, or a simple welcome.*

#### Introductions
*Include visiting district and division officers, new members, inter-clubs, other guests.*

#### Communications received

#### Announcements
- Board actions
- Projects
- Meetings

#### Committee chairmen reports

#### Recognition of members
- Induction ceremony
- Awards received
- Newspaper publicity
- Birthdays
- Anniversaries
- Club achievement
- Extend greeting to visitors, expressing appreciation for their attendance

#### Presentations
- 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