Key Club Meeting Sample Agenda

Florida District Club Growth Committee 2012-2013

This is a recommended agenda for clubs. Clubs do not need to follow this agenda topic for topic. This agenda is meant to be used as a guideline to assist clubs in holding more valuable, effective, interesting, and fun meetings that promote the values of Key Club.

Date:

Time:

Call to Order

Pledge of Allegiance: (Can be led by Member)

Invocation or Inspirational Remark:

Welcome New Members and Guests:

Icebreaker/Energizer:

Guest Speaker:

Recap on Past Events (Members can become involved here)

Secretary’s report:

Treasurer’s report:

Committee Meetings (As necessary)

Announce Upcoming Service Projects

Review of Membership Requirements: (First meeting or as needed)

Sign-up for Events

Key Club Pledge:

Adjournment

Service Project

Social/Party

Notes:

1. Socials help members bond and make meetings more interesting but should not be the focus or purpose of the club.
2. Keep general meetings to a reasonable length with content relevant to most of the attendees so as not to bore them.
3. A good strategy is to combine meetings with service projects; it helps guarantee a good turnout and makes the meeting more engaging.