FFA | TEMPLATE

FFA Meeting Agenda Template

Fill-in agenda template for an FFA chapter meeting, giving the presiding officer a clear running order from the opening ceremony through reports, business, and the closing ceremony.

Farm / unit: _____ Date: _____ By: _____

Date, time, and meeting place

Opening ceremony

Roll call and guests

Reading of prior minutes

Officer and committee reports

Unfinished business

New business

Program or guest speaker

Announcements

Closing ceremony

TIP Hand the agenda to every officer before the meeting so each person knows when their report is called.