



Making the Best 4-H Clubs Better –Version 2.0

Points to Look for in a Good 4-H Meeting

This sheet can be used to evaluate all your meetings. You should be able to answer "Yes" to most of the questions. The ones you answer with a "No" are areas you will want to improve.

- ___ 1. Do the officers and leaders check meeting plans beforehand?
- ___ 2. Does the president call the meeting to order on time, keep the meeting rolling and close it on time?
- ___ 3. Do all officers use correct parliamentary procedure?
- ___ 4. Is the business part of the meeting short and snappy?
- ___ 5. Are guests introduced and made to feel at home?
- ___ 6. Is there a special program in addition to the business meeting and recreation?
- ___ 7. Does the meeting have variety?
- ___ 8. Is the educational program of interest to everyone?
- ___ 9. Did everyone learn something?
- ___ 10. Is at least one demonstration given at each meeting?
- ___ 11. Is there an opportunity for members to get to know each other?
- ___ 12. Is there singing or other musical involvement during the meeting?
- ___ 13. Are all announcements short and to the point?
- ___ 14. Do officers avoid doing all the talking?
- ___ 15. Do leaders avoid doing all the talking?
- ___ 16. Do all or most of the members take part in the meeting?
- ___ 17. Is the recreation suitable to the meeting place and the group?
- ___ 18. Is there a common courtesy shown between officers and members?
- ___ 19. Are leaders given a chance to voice their opinions?
- ___ 20. Is there fun, learning and fellowship at the meeting?

“Points to Look for in a Good 4-H Meeting,” 4-H Program Planning, Step 6, <http://web.extension.illinois.edu/4hc/>

