

Making the Best 4-H Clubs Better

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/>



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