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/