

4-H Club Meeting Checklist

This checklist can help you evaluate your 4-H Club's meeting. Answer the questions honestly and look for ways that you can help improve your club's meetings in the future.

	Good	Average	Needs Improvement
1. The meeting was well planned.			
2. Each officer did his/her job well.			
a. The President followed an agenda.			
b. The Vice-President organized the program and committee reports			
c. The Secretary had minutes prepared			
d. The Treasurer had a report prepared			
e. Other officers had reports prepared			
3. The business meeting flowed smoothly.			
4. All members took part in discussion and had a say in decisions that were made.			
5. The meeting place was set up for the meeting before members began to arrive.			
6. The meeting place was comfortable.			
7. A program of presentations and/or other activities were part of the meeting.			
8. The program or activity was interesting.			
9. Recreation was part of the meeting.			
10. Refreshments were served.			
11. Each member participated in the meeting.			
12. All members were informed of this meeting and know about the next one.			

