Points to Look for in a Good 4-H Meeting

This sheet can be used to evaluate all your meetings. Check those statements that are successfully done. Work on improving those areas that were not checked.

1. Do the officers and leaders check meeting plans prior to meetings?
2. Is the meeting called to order on time, kept moving, and closed on time?
3. Do all officers use appropriate parliamentary procedure?
4. Is the business part of the meeting to the point?
5. Are guests introduced and welcomed?
6. Is there an educational program as well as a business meeting and recreation?
7. Is the educational program interesting?
8. Is there an opportunity for members to socialize?
9. Are all announcements short and to the point?
10. Do officers avoid doing all the talking?
11. Do leaders avoid doing all the talking?
12. Do members have an opportunity to talk at least four times during the meeting?
13. Is the recreation suitable to the meeting place and group?
14. Is common courtesy shown between officers and members?
15. Are leaders given a chance to voice their opinions?
16. Are members given a chance to voice their opinions?
17. Is there fun, learning and fellowship at the meetings?
18. Do 4-H members have an opportunity to work together on 4-H projects?

Adapted from: Piecing It All Together. Etling, Melang, and Stanley. UNL Extension 4-H.