

## 4-H Club Meeting Checklist

A well-balanced club meeting includes time for education and time for fun. Check on your club meetings by answering yes or no to the following items:

Specific Activity	Yes	No
<b>General</b>		
Meeting well planned and organized	<input type="checkbox"/>	<input type="checkbox"/>
Youth officers led meeting	<input type="checkbox"/>	<input type="checkbox"/>
Each officer did his/her job	<input type="checkbox"/>	<input type="checkbox"/>
All members took part in the discussion	<input type="checkbox"/>	<input type="checkbox"/>
Guests were introduced and made to feel welcomed	<input type="checkbox"/>	<input type="checkbox"/>
Meeting started promptly and ended at scheduled time	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Program (20 to 30 Minutes)</b>		
Did Pledge of Allegiance and 4-H pledge	<input type="checkbox"/>	<input type="checkbox"/>
Correct order of business followed	<input type="checkbox"/>	<input type="checkbox"/>
Motions made and presented properly	<input type="checkbox"/>	<input type="checkbox"/>
Committee reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Minutes well written	<input type="checkbox"/>	<input type="checkbox"/>
Officers' reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Correct parliamentary procedure observed	<input type="checkbox"/>	<input type="checkbox"/>
Main points of county 4-H newsletter announced/discussed	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program (30 Minutes)</b>		
Program well-balanced	<input type="checkbox"/>	<input type="checkbox"/>
• Group singing	<input type="checkbox"/>	<input type="checkbox"/>
• Project information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Activity information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Special activities	<input type="checkbox"/>	<input type="checkbox"/>
Program and activities fit members' interests	<input type="checkbox"/>	<input type="checkbox"/>
Program interesting	<input type="checkbox"/>	<input type="checkbox"/>
Quality of program and program activities good	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recreation (15 to 20 minutes)</b>		
At least one fun, active game	<input type="checkbox"/>	<input type="checkbox"/>
Snappy, well-organized	<input type="checkbox"/>	<input type="checkbox"/>
Suitable to the meeting space and size	<input type="checkbox"/>	<input type="checkbox"/>
<b>Refreshments</b>		
Refreshments served	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments healthy	<input type="checkbox"/>	<input type="checkbox"/>