

Inclusive Club Meeting Checklist



Purpose

This resource supports volunteers and staff in planning and leading inclusive, welcoming 4-H club meetings where all youth can participate meaningfully. The checklist is organized to follow the natural flow of a meeting and to support youth with a wide range of needs, abilities, and learning styles.

Before the Meeting

- ☐ Send reminders with clear details (time, location, agenda, supplies).
- ☐ Prepare a **visual or written agenda** for youth.
- ☐ Set up the room with **clear pathways** and flexible seating options.
- ☐ Identify a **quiet or calm space** youth can use if overwhelmed.
- ☐ Gather visual supports (instruction cards, examples, step-by-step guides).
- ☐ Break activities into manageable steps and prepare materials ahead of time.
- ☐ Brief volunteers on roles, accommodations, and youth needs (as appropriate).
- ☐ Have alternative tools or supplies ready (larger scissors, adaptive tools, etc.).

Materials

- ☐ Visual or written agenda (posted or handheld)
- ☐ Activity instructions in visual and written formats
- ☐ Adaptive or optional tools (as needed)
- ☐ Prepared activity materials for each step
- ☐ Feedback tools (discussion prompts, sticky notes, exit questions)

Meeting Start-up

- ☐ Greet youth warmly and by name.
- ☐ Review the agenda—what's happening now and what's next.
- ☐ State expectations positively (e.g., "Let's listen while others share").
- ☐ Offer choices when appropriate (seating, roles, project tasks).

Activity Facilitation

- ☐ Give directions both verbally and visually.
- ☐ Check for understanding by asking youth to show or restate instructions.
- ☐ Pair youth intentionally to encourage positive peer interactions.
- ☐ Provide breaks as needed without drawing attention.



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- ☐ Allow different participation styles (talking, writing, drawing, building, demonstrating).
- ☐ Use praise that is specific ("I like how you stayed focused during the activity").
- ☐ Watch for signs of stress, frustration, or overload and respond early.

Closing/Reflection

- ☐ Review what the group accomplished.
- ☐ Share plans for the next meeting (date, supplies, goals).
- ☐ Celebrate successes such as effort, teamwork, kindness, and persistence.

- ☐ Ask for feedback from youth ("What was fun today? What was tricky?").
- ☐ Check in privately with any youth who needed additional support.

Follow-Up

- ☐ Reflect: What worked well? What needs adjusting?
- ☐ Follow up with families if new needs or successes emerged.
- ☐ Update volunteers with any changes for next time.
- ☐ Organize materials for a predictable, smooth next meeting.

