



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 with one another beforehand?
- _____ 2. Does the president call the meeting to order on time, keep the meeting rolling, and close on time?
- _____ 3. Do all officers and members use correct parliamentary procedure when appropriate?
- _____ 4. Is the business part of the meeting short and snappy?
- _____ 5. Are guests introduced and made to feel welcome?
- _____ 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. Is there an opportunity for members to get to know each other?
- _____ 10. Are all announcements short and to the point?
- _____ 11. Do officers avoid doing all the talking?
- _____ 12. Do leaders avoid doing all the talking?
- _____ 13. Do all or most of the members have an opportunity to talk at least four times during the meeting?
- _____ 14. Is the recreation suitable to the meeting place and group?
- _____ 15. Is there common courtesy shown between officers and members?
- _____ 16. Are leaders given a chance to voice their opinions?
- _____ 17. Are members given a chance to voice their opinions without feeling judged?
- _____ 18. Are there fun, learning, and fellowship at the meeting?

