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**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.

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