



4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

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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