



4-H Club Meeting Check List

| | Great | Ok | Could Improve |
|--|-------|-------|---------------|
| 1. All meetings are well planned | _____ | _____ | _____ |
| 2. Each officer does his/her job well | _____ | _____ | _____ |
| A. The President uses an agenda | _____ | _____ | _____ |
| B. The Secretary has minutes prepared | _____ | _____ | _____ |
| C. The Treasurer has report prepared | _____ | _____ | _____ |
| 3. Business part of the meeting is short and snappy | _____ | _____ | _____ |
| 4. All members take part in discussion | _____ | _____ | _____ |
| 5. Meeting place is set up when members started arriving | _____ | _____ | _____ |
| 6. Guests are introduced and made to feel welcome | _____ | _____ | _____ |
| 7. Educational program is interesting | _____ | _____ | _____ |
| 8. At least one demonstration given at at each meeting | _____ | _____ | _____ |
| 9. Recreation is suitable to the meeting place and size of group | _____ | _____ | _____ |
| 10. Officers avoid doing all the talking | _____ | _____ | _____ |
| 11. Refreshments are served | _____ | _____ | _____ |
| 12. There is fun, learning and fellowship during the meeting | _____ | _____ | _____ |