

# Improving Our 4-H Club Meetings

This sheet can be used to evaluate your meetings. You should be able to answer "Yes" to most of the questions. Next to your "Yes" answers, jot down what your club specifically does well in that area. The ones you answer with a "No" are areas you will want to improve. Write down ways you will try and improve your club meetings in this area.

Yes	What We Do Well	Evaluation	No	How We Can Improve
		Do the officers and leaders prepare agenda and check meeting plans with one another beforehand?		
		Is the meeting called to order on time, and does it end on time?		
		Do all officers use correct parliamentary procedure when appropriate?		
		Is the business part of the meeting short and snappy?		
		Are guests introduced and made to feel at home?		
		Is there a special program in addition to the business meeting and recreation?		
		Does the meeting have variety?		
		Is the educational program of interest to everyone?		
		Is there an opportunity for members to get to know each other?		
		Are all announcements short and to the point?		

		<b>Do officers avoid doing all the talking?</b>		
		<b>Do leaders avoid doing all the talking?</b>		
		<b>Do all or most of the members have an opportunity to talk more than once during the meeting?</b>		
		<b>Is the recreation suitable to the meeting place and group?</b>		
		<b>Is there common courtesy shown between officers and members?</b>		
		<b>Are leaders given a chance to voice their opinions?</b>		
		<b>Are members given a chance to voice their opinions without feeling judged?</b>		
		<b>Is there fun, learning, and fellowship at the meeting?</b>		