

4-H Volunteer Leaders' Series

A Good 4-H Meeting Checklist

Darlene Z. Baker, Ph.D.
State Leader -
4-H Youth Development

The Balanced 4-H Meeting

I. Opening Ceremonies and Business - 15 to 20 minutes

Call to Order

Song

Roll Call

Opening Exercises - Emblem,
Motto, Pledges

Introduction of Guests

Minutes, Correspondence

Treasurer's Report

Committee Reports

Old Business

New Business

Announcements

Adjournment (may delay
adjournment until after program)

II. Program and Education - 30 to 45 minutes

Demonstrations by members

Judging or project lesson

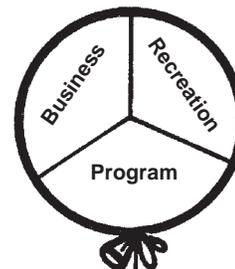
Guest speakers, films

Special tours, group activities or
workshops

III. Recreation and Refreshments - 15 to 30 minutes

Games, skits, dramatics, parties,
songs, etc.

Plan to keep the entire meeting
within 1 to 2 hours. Start on time -
end on time. Plan for listening, talking
and doing.



*18 U.S.C. 707

*18 U.S.C. 707

Visit our web site at:
<http://www.uaex.edu>

4-H Meeting Checklist

This sheet can be used to think about your meetings. You should be able to answer “yes” to most of the statements. The ones you answer with a “no” are areas you will want to improve.

A Good 4-H Meeting Is One Which

- _____ Is planned beforehand by officers and club leaders.
- _____ Has materials and equipment ready before the meeting begins.
- _____ Welcomes guests, helps members feel at ease.
- _____ Is conducted by officers and teen leaders.
- _____ Is called to order on time, ends on time.
- _____ Follows the order for a business meeting.
- _____ Uses simple parliamentary procedure.
- _____ Has announcements which are short or printed to be taken home.
- _____ Shows courtesy to all.
- _____ Has a balance of business, learning and fun.
- _____ Has a program with at least one demonstration; provides opportunity for learning by doing.
- _____ Has recreation suitable to meeting place and ages of club members.
- _____ Has opportunity for singing or music.
- _____ Has all or most members taking part.
- _____ Has officers who avoid doing all the talking.
- _____ Has adult leaders who avoid doing all the talking.
- _____ Has no single person who does all the talking.
- _____ Encourages and provides opportunities for parent participation.

Developed from materials written by Juanita Reed in “On Our Way to Better Meetings.” Reviewed by Darlene Z. Baker, Ph.D., State Leader - 4-H Youth Development, Cooperative Extension Service, University of Arkansas.

DR. DARLENE Z. BAKER is state leader - 4-H youth development, Cooperative Extension Service, University of Arkansas, Little Rock.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director, Cooperative Extension Service, University of Arkansas. The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Equal Opportunity Employer.