

# A Good 4-H Meeting Checklist

*The success or failure of any organization depends largely on the program. The more care and thought put into a program, the greater the probability of a successful 4-H club. It is critical that 4-H clubs provide a balance of Fun, Business, and Learning. Through careful planning, clubs will run smoothly and want to return to future events.*



## The Balanced 4-H Meeting

### I. Opening Ceremonies and Business (15-20 minutes)

- a. Call to Order
- b. Song
- c. Roll Call
- d. Opening Exercises – Emblem, Motto, Pledges
- e. Introduction of Guests
- f. Minutes, Correspondence
- g. Treasurer’s Report
- h. Committee Reports
- i. Old Business
- j. New Business
- k. Announcements
- l. Adjournment (may delay to after program)

### II. Program and Education (30-45 minutes)

- a. Demonstrations by members
- b. Judging or project lesson
- c. Guest speaker, videos
- d. Special tours, group activities or workshops

### III. Recreation and Refreshments (15-30 minutes)

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



Graphic from: Michigan State University  
4-H Program Planning Guide

# 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.....

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is planned beforehand by officers and club leaders.
<input type="checkbox"/>	<input type="checkbox"/>	Has materials and equipment ready before the meeting begins.
<input type="checkbox"/>	<input type="checkbox"/>	Welcomes guests, helps members feel at ease.
<input type="checkbox"/>	<input type="checkbox"/>	Is conducted by officers and teen leaders.
<input type="checkbox"/>	<input type="checkbox"/>	Is called to order on time and ends on time.
<input type="checkbox"/>	<input type="checkbox"/>	Follows the order for a business meeting.
<input type="checkbox"/>	<input type="checkbox"/>	Uses simple parliamentary procedure.
<input type="checkbox"/>	<input type="checkbox"/>	Has announcements which are short and made available after the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	Shows courtesy to all.
<input type="checkbox"/>	<input type="checkbox"/>	Has a balance of business, learning, and fun.
<input type="checkbox"/>	<input type="checkbox"/>	Has a program with at least one demonstration; provides opportunity for learning by doing
<input type="checkbox"/>	<input type="checkbox"/>	Has recreation suitable to meeting place and ages of club members.
<input type="checkbox"/>	<input type="checkbox"/>	Has opportunity for singing or music.
<input type="checkbox"/>	<input type="checkbox"/>	Has all or most members taking part.
<input type="checkbox"/>	<input type="checkbox"/>	Has officers who share the spotlight with one another.
<input type="checkbox"/>	<input type="checkbox"/>	Has adult leaders who avoid running the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	Encourages and provides opportunities for parent participation.