



## Take Time for a Club Check-Up

### Good 4-H club meetings are the result of:

- Efficient leadership. Youth and adults should be partners in leading the 4-H club meeting. Adults must coach and guide, helping youths of all ages to be leaders.
- Adequate facilities and physical arrangements.
- Well-planned, educational programs. Programs should provide opportunities for community service, learning by doing, and youth leadership.
- Active, involved members

Use this questionnaire as a basis for your club's annual check up. It will help you measure the strong and weak points of your club meetings. After you determine the weak points, take steps to improve them.

### Leadership

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Do the officers prepare in advance for the meetings?	_____	_____	_____
2. Do the officers arrive early?	_____	_____	_____
3. Does the president start the meeting on time and keep the program moving?	_____	_____	_____
4. Does the president start the meeting on time and keep the program moving?	_____	_____	_____
5. Are committees used to carry out club business?	_____	_____	_____
6. Does the secretary present minutes of previous meetings and keep a record of each one?	_____	_____	_____
7. Does the treasurer keep accurate financial records and report at each meeting?	_____	_____	_____
8. Does the reporter take notes and send articles to local papers?	_____	_____	_____
9. Are the game and song leaders prepared?	_____	_____	_____

### Adults

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Do club leaders confer with officers prior to meeting?	_____	_____	_____
2. Do adult leaders offer guidance in club decisions but allow youths to take the lead?	_____	_____	_____
3. Do the project leaders help prepare members for demonstrations, exhibits, and contests?	_____	_____	_____
4. Do adults help youths lead club activities without taking over?	_____	_____	_____

## Committees

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Do the officers prepare in advance for the meetings?	_____	_____	_____
2. Do the officers arrive early?	_____	_____	_____
3. Do committees follow through on plans and report on progress?	_____	_____	_____
4. Does the program committee follow up by: Alerting participants of their part in the program?	_____	_____	_____
Reminding member of events?	_____	_____	_____
5. Are the speakers effectively introduced by members?	_____	_____	_____
6. Are thank you notes sent?	_____	_____	_____

## Programs

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Was the program planned for the entire year and into the hands of members by January 1?	_____	_____	_____
2. Were the interests of members taken into account in planning the program?	_____	_____	_____
3. Do club programs deal with issues that are important to members and families?	_____	_____	_____
4. Do club programs help members serve their community?	_____	_____	_____
5. Were the programs planned to help the club achieve its goals?	_____	_____	_____
6. Was the program planned primarily by members with assistance from leaders?	_____	_____	_____
7. Are the programs interesting and hands-on?	_____	_____	_____
8. Do all members have a part on the program sometime during the year?	_____	_____	_____
9. Does the program provide a time for members to have fun and enjoy each other?	_____	_____	_____
10. Is there planned recreation at every meeting?	_____	_____	_____

## Members

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Do most of the members attend regularly?	_____	_____	_____
2. Are members who miss meetings contacted and encouraged to come?	_____	_____	_____
3. Do members arrive on time?	_____	_____	_____
4. Is every member appointed to a committee?	_____	_____	_____
5. Do members participate in club activities when scheduled to do so?	_____	_____	_____
6. Does every member have a job to do which allows them to contribute to the club's success?	_____	_____	_____
7. Are members friendly, especially to new members and visitors?	_____	_____	_____
8. Are get acquainted activities planned early in the club year?	_____	_____	_____
9. Do all members take part in the business meeting?	_____	_____	_____
10. Do members have an opportunity to help set club goals and to cooperate in achieving them?	_____	_____	_____

## Arrangements

	<b>Always</b>	<b>Sometimes</b>	<b>Never</b>
1. Is the space adequate for the meeting?	_____	_____	_____
2. Are lighting, heating and ventilation good?	_____	_____	_____
3. Are the seating arrangements satisfactory? (Arranged so everyone can easily see the president and people in the program?)	_____	_____	_____
4. Is the room arranged and set up for the meeting before the membership arrives?	_____	_____	_____
5. Is the meeting room clean?	_____	_____	_____
6. Are all the necessary equipment and supplies on hand when needed?	_____	_____	_____
7. Is the meeting room cleaned and straightened up after the meeting?	_____	_____	_____



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