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.

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

*18 U.S.C. 707
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.


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.