



4-H Club Meeting Reflections

	Great	OK	Could Improve
1. Agenda received prior to meeting.	_____	_____	_____
2. Each officer does his/her job well.	_____	_____	_____
A. The President uses an agenda.	_____	_____	_____
B. The Secretary has minutes prepared.	_____	_____	_____
C. The Treasurer has report prepared.	_____	_____	_____
3. Business part of the meeting is short and brief.	_____	_____	_____
4. All members take part in discussion.	_____	_____	_____
5. Officers avoid doing all the talking.	_____	_____	_____
6. Volunteers avoid doing all the talking.	_____	_____	_____
7. Meeting place is set up when members start to arrive.	_____	_____	_____
6. Guests are introduced and welcomed.	_____	_____	_____
7. Educational program is interesting and interactive.	_____	_____	_____
8. At least one project talk or demonstration by a 4-H member is given at each meeting.	_____	_____	_____
9. Recreation is appropriate and suitable to the meeting place and size of group. Gets everyone involved.	_____	_____	_____
10. Refreshments are offered.	_____	_____	_____
11. Members engaged in learning.	_____	_____	_____
12. Members connected with each other.	_____	_____	_____
13. Meetings are fun and productive.	_____	_____	_____

For Virtual Meetings

Great

OK

Could Improve

1. Members know how to mute, raise hand to be recognized, etc. (knowing it could be different for each club and the platform used).
2. Video cameras on, showing engaged members.
3. Ensured safety from Zoom Bombers. (Using a password, creating a waiting room upon entry, locking the room once everyone has been admitted.)
4. Used safety precautions with youth only sharing first name on screen.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Adapted from Strengthening 4-H Club Resources, Kansas 4-H Youth Development

Local Contact Information

[Kansas4-H.org](https://www.kansas4-h.org)

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