

# Steps in 4H Program Planning Worksheets

## Section A. A Quick Look at our 4H Club

This section will help you take a quick look at your club program. The general factors listed on the left will stimulate discussion of specific things that caused either your positive or negative feelings. From this discussion, you will be able to decide which things you want to change and which you want to do over again.

Place a check in the box that best describes the situation in your club. After everyone on the planning committee has had a chance to fill in this sheet, the group should discuss the responses.

	Needs much improvement	Needs some improvement	O.K.	Good	Excellent
1. Attendance at general meetings					
2. Attendance at other club activities					
3. Members know about club happenings					
4. Parents aware of club happenings					
5. Parents involved in club functions					
6. Number of leaders involved					
7. Members assuming club responsibilities					
8. Variety of programs at general meetings					
9. Club year-long program plan					





## Section C. Points to Look for in a Good 4H Meeting

This sheet can be used to evaluate all your meetings. You should be able to answer Yes to most of the questions. The ones you answer with a No are areas you will want to improve.

- \_\_\_\_\_ 1. Do the officers and leaders check meeting plans beforehand?
- \_\_\_\_\_ 2. Does the president call the meeting to order on time, keep the meeting rolling, and close it on time?
- \_\_\_\_\_ 3. Is the business part of the meeting short and snappy?
- \_\_\_\_\_ 4. Are guests introduced and made to feel at home?
- \_\_\_\_\_ 5. Is there a special program in addition to the business meeting and recreation?
- \_\_\_\_\_ 6. Is the educational program of interest to everyone?
- \_\_\_\_\_ 7. Do officers avoid doing all the talking?
- \_\_\_\_\_ 8. Do leaders avoid doing all the talking?
- \_\_\_\_\_ 9. Do all or most of the members take part in the meeting?
- \_\_\_\_\_ 10. Is there fun, learning, and fellowship at the meeting?

You may want to duplicate the list to see how 4H'ers and parents feel about the club and its activities. Several "No" answers may indicate that some things about the meeting need changing.



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