



# 4-H Leader Training Series

## How Effective is Your 4-H Club? A Checklist for Success



### Organization and Meetings



Written by Keith G. Diem, Ph.D., 1990-2001. Revised for use in South Carolina by Keith G. Diem, Director of 4-H Youth Development, 2005. Used by permission.

Successful clubs result from all members and leaders working together. They use five sequential phases of learning: get acquainted, goal setting, action, measuring progress, and recognition of members' achievements. Here is a checklist to help determine how well your club is doing. For the most honest results, ask several people independently to complete it—such as other leaders, parents, and members. To make the best better, work to improve your club's weak points. If you need help, ask your county 4-H staff. Or, refer to the variety of other helpful information sheets contained in the *4-H Leader Training Series*, and other publications listed in this document, which are available from the state 4-H web site ([www.clemson.edu/4h](http://www.clemson.edu/4h)) or your county 4-H office.

	Yes	No
Are meetings held at regular times and places, convenient for all or most of the members?	<input type="checkbox"/>	<input type="checkbox"/>
Does your club meet regularly (at least once a month) for nine or more months of the year?*	<input type="checkbox"/>	<input type="checkbox"/>
Does your club hold regular (monthly is ideal) business meetings?*	<input type="checkbox"/>	<input type="checkbox"/>
Do your club's business meetings follow a regular order of business?	<input type="checkbox"/>	<input type="checkbox"/>
Do meetings follow basic parliamentary procedure and flow in an orderly fashion?	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have and follow an up-to-date constitution?* (See <i>Adopting a 4-H Club Constitution</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

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## Member Involvement

	Yes	No
Does your club own or have access to 4-H and American flags so the Pledge of Allegiance and 4-H pledge can be made at meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Are meeting rooms arranged so people are comfortable and feel part of the group?	<input type="checkbox"/>	<input type="checkbox"/>
Is your club and its meeting place accessible to members with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are parents individually asked to help with specific club functions, such as teaching a lesson, helping with a club banquet, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are club activities planned far enough in advance so all members can attend?	<input type="checkbox"/>	<input type="checkbox"/>
Does the club have at least one registered adult leader appointed and trained by county 4-H staff?*	<input type="checkbox"/>	<input type="checkbox"/>
Do all members know each other or are provided opportunities to mix well and learn about each other?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members made to feel equally welcome and comfortable to participate in meetings and activities?	<input type="checkbox"/>	<input type="checkbox"/>
Are both boys and girls readily accepted into your club without regard to race, color, religion, national origin, disability, political beliefs, sexual orientation, marital or family status?	<input type="checkbox"/>	<input type="checkbox"/>
Are members elected as officers to run club meetings?*	<input type="checkbox"/>	<input type="checkbox"/>

## Outside Activities



## Learning and Fun

	Yes	No
Are officers and other members involved in planning and conducting meetings and activities with minimum adult intervention?	<input type="checkbox"/>	<input type="checkbox"/>
Do older members help, not inhibit, younger members? (Are older members given an opportunity to help?)	<input type="checkbox"/>	<input type="checkbox"/>
Are main points of the county 4-H newsletter announced/discussed at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Are all 4-H families urged to read the county 4-H newsletter regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Is your club involved in service learning to help others in the community?*	<input type="checkbox"/>	<input type="checkbox"/>
Does your club regularly promote 4-H in a positive way?*	<input type="checkbox"/>	<input type="checkbox"/>
Do members participate in county-wide 4-H functions (beyond the club and project), such as the county fair?*	<input type="checkbox"/>	<input type="checkbox"/>
Do members give public presentations at club community, and/or county level?*	<input type="checkbox"/>	<input type="checkbox"/>
Does your club send a completed <i>4-H Club Activity Report</i> to the county 4-H office regularly?*	<input type="checkbox"/>	<input type="checkbox"/>
Does each member participate in at least one approved 4-H project?*	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are activities/projects, done by the club, interesting and challenging to both young and older members?	<input type="checkbox"/>	<input type="checkbox"/>
Do meetings include get acquainted activities/recreation, business, and project work and/or another educational program?	<input type="checkbox"/>	<input type="checkbox"/>
Do members pay attention at meetings and is excessive talking kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>
Are members able to learn by <i>doing</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Does your club recognize its members' positive points in many ways, without relying too heavily on competition?	<input type="checkbox"/>	<input type="checkbox"/>
Do members complete 4-H projects on time and keep record books up to date?*	<input type="checkbox"/>	<input type="checkbox"/>
Is the club a good balance of learning and fun?	<input type="checkbox"/>	<input type="checkbox"/>
Will youth be better off because they were members of your 4-H club?	<input type="checkbox"/>	<input type="checkbox"/>

**Being a 4-H Honor Club**

\*Meeting these expectations qualifies your club to be recognized as a South Carolina *4-H Honor Club*. See [www.clemson.edu/4h](http://www.clemson.edu/4h) or talk to your county 4-H staff.



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