



## DELAWARE 4-H CLUB VISIT CHECKLIST

This check sheet can be used to identify the strengths and weaknesses of 4-H clubs or groups. Place a check where changes or improvements are needed.

**Facilities**

- Clean
- Safe
- Handicapped accessible
- Seating (all can see and hear)
- Smoke free
- Heat, air and light adequate
- Type (private home, public building)

*Comments:*

**Youth Leadership**

- Agenda planned with leaders and youth
- Officers are trained
- Duties of offices carried out properly
- Correct parliamentary procedures are used during business meeting
- Youth leaders involved effectively

*Comments:*

**Adult Leadership**

- Organizational leaders
- Project leaders for each project area
- Leaders present for the entire meeting
- Leaders assume an advisory role
- Meeting begins and ends on time
- Business meeting no more than 30 minutes in length
- Absent members contacted
- Announcements of upcoming events made and explained

*Comments:*

**Educational Program**

- Planned yearly program
- Planned program for the meeting
- Program is interesting
- Everyone learned something at the meeting
- Project training being conducted

*Comments:*

**Membership**

- Every member participates
- Members are recognized
- Committee assignments shared by members
- Members leave promptly after meeting with a qualified person
- Announcements of upcoming events made and explained
- Opportunity for fun and recreation

*Comments:*