







4-H Club Meetings Matter Essential Element Assessment Tool

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Club Check List	Almost Always 	Sometimes 	Hardly Ever 
How do we serve as caring adults?			
Praise all members.	2	1	0
Treat all members with respect.	2	1	0
Expect members to respect each other.	2	1	0
Know all members – pronounce & spell names correctly.	2	1	0
Listen when members are talking.	2	1	0
Treat all members fairly do not play favorites.	2	1	0
Set reasonable guidelines to follow.	2	1	0
Actively involve members in the club.	2	1	0
Encourage all members to achieve.	2	1	0
Share club, county, regional and state events and opportunities.	2	1	0
How do we provide a welcoming environment?			
Involve members in get to know activities, icebreakers & mixers.	2	1	0
Recognize members for effort and meeting goals not just winning.	2	1	0
Encourage club identity and spirit through club logos and clothing.	2	1	0
Orient new members & families to the club. Take them under your wing.	2	1	0
Actively seek diversity	2	1	0
Encourage creative thinking and show appreciation for sharing ideas.	2	1	0
Regularly give positive feedback to members.	2	1	0
Provide time for adults and youth to get acquainted.	2	1	0
Value the opinions of members.	2	1	0
Ask members if they have questions at every opportunity and answer them with a smile.	2	1	0

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Club Check List	Almost Always 	Sometimes 	Hardly Ever 
How do we “learn by doing” for 4-H Mastery?			
Encourage members to give demonstrations/ talks.	2	1	0
Realistic, challenging goals set by members.	2	1	0
Members help each other with project work and share expertise.	2	1	0
Make step-by-step plans for member success.	2	1	0
Celebrate member & club successes along the way.	2	1	0
Encourage members to reflect upon successes.	2	1	0
Evaluate your plan, review challenges and adjust for success.	2	1	0
Members accomplish project tasks through your training and support.	2	1	0
Provide opportunities for members to teach others skills learned.	2	1	0
Provide hands-on learning experiences to practice new skills.	2	1	0
How do we value and practice service to others?			
Members help select service project(s).	2	1	0
Members assist in planning service project(s).	2	1	0
Club engages in a variety of service activities.	2	1	0
Members understand the relationship between need and service.	2	1	0
Members seek creative ideas to address community needs.	2	1	0
Members demonstrate respect and concern for other’s needs.	2	1	0
Adults demonstrate respect, concern and sensitivity to other’s needs.	2	1	0
Select age appropriate service activities.	2	1	0
Members genuinely involved in the service projects.	2	1	0
Club looks for ways to help the community.	2	1	0
How is our club emotionally and physically safe for all?			
Establish, communicate and enforce clear and consistent club rules.	2	1	0
Establish positive member behavior expectations.	2	1	0
Watch for hazards and eliminate them immediately.	2	1	0
Use positive behavior management strategies.	2	1	0
Prevent use of offensive language and gestures.	2	1	0
Encourage members to reflect and focus on club activity at hand.	2	1	0
Understand and follow youth protection policies and behavior standards.	2	1	0
Discuss ways to improve club’s environment with membership.	2	1	0
Supervise members to feel physically and emotionally safe at all times.	2	1	0
Constructively handle conflicts as they arise.	2	1	0

Club Check List	Almost Always 	Sometimes 	Hardly Ever 
How are members active participants in the future?			
Members feel qualified to take an active role in future events.	2	1	0
Members know how to set a goal and develop a plan to carry it out.	2	1	0
Adults give members the power to set future goals for the club.	2	1	0
Members will consider taking a leadership role in an adult club someday.	2	1	0
Alumni share successes with members.	2	1	0
Positive thinking practiced and encouraged.	2	1	0
Members understand and practice the democratic process.	2	1	0
Inspire and motivate youth to strive towards accomplishing goals.	2	1	0
Members value education and training in self-determination.	2	1	0
Members grow in understanding of personal, marriage and family roles.	2	1	0
How do we create learning experiences to engage members?			
Youth feel ownership of the club.	2	1	0
Club program planned with a challenge in mind.	2	1	0
Members discover, explore, and investigate through the club program.	2	1	0
Youth participate in club and pursue own interests.	2	1	0
Club relates learning to real life experiences whenever possible.	2	1	0
Work at connecting club program with youth issues and concerns.	2	1	0
Allow youth to experience control of club activities.	2	1	0
Club expectations allow for youth's choice of involvement.	2	1	0
Members design and participate in projects that make a difference.	2	1	0
Club program appeals to members' needs and interests.	2	1	0
How are members actively involved in charting the club's course?			
Members set club's goals and determine direction.	2	1	0
Flexible club environment allows for unexpected.	2	1	0
Members plan, implement and evaluate club programs and projects.	2	1	0
Encourage the club and members to do new things.	2	1	0
Members help make rules and set policies.	2	1	0
Members try new things that challenge abilities.	2	1	0
One or two people control club's direction.	2	1	0
Members choose level of involvement.	2	1	0
Youth believe they have influence over club's important decisions.	2	1	0
Members solve problems with minimal advice.	2	1	0

SCORE CARD



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VIBRANT

Doing well with very little need for improvement.

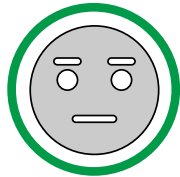
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THRIVING

Some areas of improvement should be considered to keep things fresh.

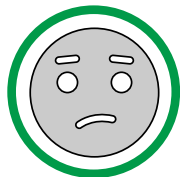
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ALIVE

Some significant areas of improvement needed for survival.

88 - 103



WANING

Needs are many to breathe life back into the program.

87 or less



SEEK HELP!

Look for a mentor with experience that can suggest ways to improve.

Adapted from Eight Key Element Club Assessment by Brenda Young, Extension Agent 4-H Youth Development, Wyandot County, Retired