

Welcoming Environment Club Checklist

Use the checklist below to rate the environment for welcoming new families in your club.

Club Checklist			
	Almost Always	Sometimes	Never
Is our meeting location well marked and easy for visitors to find?			
Do we have a greeter at the door to welcome everyone – new and returning?			
Do we use icebreakers or some other kind of activity at the beginning of activities or meetings to get everyone involved?			
Do we encourage group identity with club name tags, hats, t-shirts, badges, and similar items?			
Do we have a plan to include new members/families right away so that they feel involved? (Examples: handing out name tags, setting up chairs, leading the flag salute)?			
Do we make time for youth and adults to become better acquainted?			
Can everyone name all of the youth and adults in your club?			
Do club members do most of the talking and decision making in the club meetings?			
Is a copy of the agenda posted on the wall or given to new families so that they can follow along?			
Is the business meeting organized and does it move quickly (no more than 20 minutes)?			
Do youth and adults keep talking to a minimum so that everyone can hear what is being discussed?			
Does every member participate in the program at least once during the year, including giving a talk or demonstration?			
Do we have project leaders so that members learn skills in the projects they are interested in?			
Does the club look for ways to help in the community and are members genuinely involved in the service projects?			
Do our club meetings/activities appeal to the needs and interests of the youth involved?			
Do we offer a variety of activities for a variety of ages of members in our club?			
Do we celebrate participation and achievements throughout the year – not just at fair time?			
Do we work hard and play hard?			

Adapted from Kirk Astroth's "Critical Elements and Practices for 4-H" and from Brenda Young, Extension Agent, 4-H Youth Development, Wyandot County, OSAU Extension