

Annual Club End-of-Year Evaluation

Club Name _____ Date _____

This evaluation is to be completed by the club leadership team (officers and leaders). The evaluation is based on a *Standards of Excellence* rating. Be honest and use the tool to “Make the Best Better.” Use it as a way to determine the clubs strengths and those things which need to be goals for the next year.

Excelled “A” - Blue	Met standards “B-C” - Red	Needs Improvement “C or below” - White
Active Participation in Learning		
		Two-thirds of the members made progress towards individual 4-H project goals – i.e. following through with at least one project enrolled in.
		The club had at least 2 project groups supporting 4-H project work development.
Decision Making Opportunities		
		Submitted the annual <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Kept OCES informed of changes and additions to plans and of club activities outside of club meetings. (Charter Requirement)
		Members were actively involved in determining the yearly program plan (On TRAC).
Social Interactions		
		The club’s On TRAC plans were printed/posted/distributed to members, families and volunteers.
		Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (2012) (<i>Charter Requirement</i>)
		Actively recruit, retain and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. (<i>Charter Requirement</i>)
Leadership		
		Members had a planned part in the program during the year (examples—serving on committees, doing an organized talk or demonstration; refreshments; obtaining club speakers/program; helping younger members, doing community service).
		Officers/leadership team elected/selected and fulfilled leadership roles. Participate in county officer training.
		Secretary’s book contains minutes of all club meetings, officer meetings and attendance records.
		President’s book contains the agenda’s for business and officer meetings.

Leadership continued...

Club represented by parent(s)/volunteer(s) at **all** county Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club. (*Charter Requirement*)

Club represented by parent(s)/volunteer(s) at **all** county Parent-Volunteer Association meetings. (2013) (*Charter Requirement*)

At a minimum, request an annual financial accounting of funds held by the county office/school activity fund/foundation and have it reviewed and approved by the club's leadership team. Copy of minutes filed with county office. (2012) (*Charter Requirement*)

Evaluation

A minimum of 2/3rds of the club's annual goals/On TRAC plans were reached/completed.

Submitted an Annual Club End-of-Year Evaluation (this form) to the county office. (*Charter Requirement*)

In addition to End of Year Report, the club completed an e-scrapbook, scrapbook or any other designated county report.

Recognition

A scheduled celebration/recognition event was held for members and/or families.

Public Affirmation/Community Involvement/Affiliation

Two-thirds of members took part in a variety of county events and/or meetings (examples—County Council; county planning committees; workshops; county fair, camp, contests, etc.).

Two-thirds of membership was involved in at least nine club planned activities/events during the year (examples-- meetings; tour; recognition night; club skating party, holiday parade, etc.).

In the boxes below, total the number of check marks in each column.

HOW IS OUR CLUB MEASURING UP? USE THE COLUMN TOTALS TO HELP PLAN FOR NEXT YEAR.

Exceeded	Met standards	Needs Improvement

Continue on next page

In this column, list no more than 5 successful programs your group was proud of this past year.	In this column, list challenges the club will focus on overcoming next year?
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Signatures of club leadership team completing the evaluation.

Name

Office/leadership role
