

Going Virtual:

Hosting a Virtual Meeting



It is a challenge to have meaningful interactions with our 4-H youth while restricted from face-to-face contacts, but with today's technology, our clubs can continue to be active and productive!

Know your Platform

- ZOOM
<https://zoom.us>
- Google Hangouts
<https://hangouts.google.com/>
- Microsoft Teams
<https://bit.ly/3j9NPhM>
- Skype
<https://www.skype.com>

Practice Good Etiquette for 4-H Meetings

- Be on Time!
- Test Audio and Video prior to meeting
- Use video if possible
- Mute when not talking
- Wear 4-H appropriate clothing
- Sit eye-level to camera
- Look into camera, give eye-contact
- Pay attention
- Have good lighting
- Have a clean, simple, organized background, or use virtual backdrop

As more meetings are remote, these skills will prepare us for future online interactions.

Keep it Safe

- Never meet one-on-one with youth
- Have a facilitator to help
- Only share links to meeting through private text, email, or chat. Do **NOT** post links publicly
- Enable Waiting Room to maintain control of club access
- Do **NOT** record virtual 4-H meetings
- Disable "Private Chat" when setting meeting up, only use "Group Chat"
- Be the last to leave meeting

Remember to follow existing 4-H policies to ensure a safe environment for 4-H Youth

Be Flexible

- Do not penalize youth for not participating, everybody does not have the same level of access to technology.
- Allow for "social time" - be it a snack break with open mike, dancing, or sharing stories.
- Take time to explain technology to new users
- Have fun

For More Information on Virtual Club Meetings check out Arkansas 4-H at:

<https://4h.uaex.edu/volunteers/club-resources.aspx>

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.