Going Virtual: Hosting a Virtual Meeting

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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

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 publically
- 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

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.

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