



Cooperative Extension

Club Communications

Communication is essential to the success of a 4-H club. Using multiple tools to exchange information with families makes communication easier. You may need to contact your club about: reminders for meetings, supplies needed, registration deadlines, upcoming events, news, recruiting, sharing ideas, surveying membership. Remember, however, that tone is often lost through text/email, so consider calling or talking in person about sensitive topics.

Social Media

- Make posts short and meaningful.
- Most platforms are public, be careful not to post children's identifying information.
- Be respectful of others' views and opinions even if you do not share them. Monitor comments: once you post, keep track of what is being said.
- Consider only connecting with adult's social media, even if youth have it.
- The purpose of the site must be education and not primarily for sales.

Consider using these tools:

- Google Forms
- Google Groups
- Google Calendar
- Facebook Group
- Instagram
- WhatsApp

Create a Google Calendar

1. On your computer, open Google Calendar.
2. On the left side, above "My Calendars," click "Add other calendars" -> "New calendar".
3. Add a name and description for your calendar
4. Click "Create Calendar".
5. If you want to share your calendar, click on it in the left bar, then select Share with specific people.

Create a Basic Google Form Survey.

1. Go to forms.google.com
2. Click Blank.
3. Name your untitled form.
4. Add a question by clicking + button.
5. To the right of the question, choose the type of question you want.
6. Type the possible responses to your question. To prevent people from not answering, turn on Required.
7. Update or arrange questions. To move a question click and drag the six dots symbol.
8. Add a description by clicking More with 3 dots..
9. Add an image by clicking Add image a box with mountains in it.
10. Add a video by clicking the box with an arrow in it.
11. You can customize it by adding a theme, creating sections, changing header, fonts and colors.
12. You can send it to collaborators to work on by clicking More with 3 dots, Add Collaborators, click invite people, type emails, click send.
13. To send to club members or people you want to take the survey, click on the right arrow at the top of the page, in the send to area choose either email or copy the link and paste it into one of your emails.
14. You can view results by either clicking the top responses tab, or by clicking Link to sheets and creating a new sheet.

Create a Google group

1. Sign in to Google Groups.
2. At the top, click Create group.
3. Enter information and choose settings for the group. [Settings reference](#).
4. Click Create group. Wait a few minutes for your new group to become active before sending a message to it. Otherwise, you might get a notification that your message couldn't be delivered.
5. (Optional) Next steps: Choose advanced settings for your group.

To create a Facebook Group:

1. From your Feed, click Groups in the left menu. If you don't see Groups, click See more.
2. Click Create new group.
3. Enter your group name.
4. Select the [privacy option](#). If you selected private, select whether to make your group [visible or hidden](#).
5. Add people to your group.
6. Click Create.

Once you create your group, you personalize it by [uploading a cover photo](#) and adding a description.

Note: You can update the group by changing the group description and making an [announcement](#).