



Cooperative Extension

Tips for Hosting a virtual 4-H meeting

- Set up the Zoom with a password. This will lessen the chance of others hacking in.
- Remember to keep the attention span of your group in mind. A short 20 minute Zoom can sometimes be more productive than a 40 minute Zoom.
- Two approved/screened adult volunteers must always be present during all virtual meetings. If two cannot be present, the meeting cannot be held.
- If you have a large club, In the interest of making it more fun and productive consider splitting your group up by age categories and having short meetings for each category. This way they will all feel like they can contribute and belong (groups of 10 or less youth would be ideal)
- Make every effort to share information discussed with youth that could not attend.
- Do not congregate together in one location to join, follow current social distancing orders.
- All participants should always follow the 4-H Code of Conduct
- In the event an invited participant causes an interruption, the host(s)/co-host can remove the participant from the meeting by putting them on HOLD. To put a participant on HOLD, click the "Manage Participants" icon, hover over the name of the participant, click the "More" and select "Put on Hold."
- Use only "group chat" and turn off "private chat" in any virtual meeting.
- The secretary or assigned person should take minutes.
- DO NOT record the meeting.
- Turn off "screen sharing" for participants.
- Establish ground rules for questions; only one person talks at a time, how to use chat...
- Ideas for meetings: have youth update progress in their 4-H projects, brainstorm project ideas, do a jeopardy knowledge game, have an assigned experiment or challenge before meeting and show results during the meeting, teach a specific short lesson (sew a pillow, trim hooves, 10 minute watercolor...

Adapted from:

Paula Lucas and Logan Hall, University of Pennsylvania, "Tips for Club Leaders on Managing Virtual 4-H Meetings using ZOOM™"