


COVID-19 Related Response



Conducting 4-H Club Meetings Using Zoom

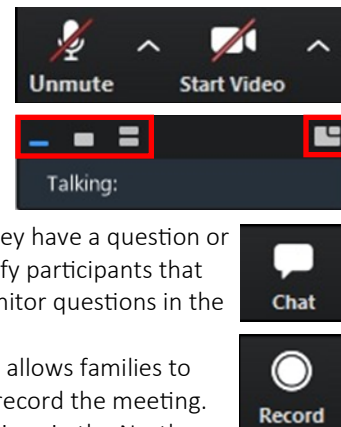
Virtual 4-H connections can help us all stay engaged in 4-H during times when we cannot meet in person and may be a way to strengthen networking and sharing in the months and years to come. Below are options and guidance for you to connect with your 4-H clubs and groups, continue your annual club plans, work and share 4-H project progress, conduct communication arts and continue learning.

Virtual Connection Best Practices	Security Tips
<p>When conducting any virtual connection (club meeting, project workshop, etc.), be sure to follow these best practices guidelines.</p> <ol style="list-style-type: none"> 1. Only North Dakota 4-H volunteers and/or faculty/staff who have been approved as a volunteer should host a virtual connection. 2. Ensure a minimum of two screened North Dakota 4-H volunteers participate. They must be present the entire time, and we recommend they join prior to the start of the meeting and wait until all youth have signed off before they exit. 3. When communicating with youth one on one, adults/volunteers must include a parent or other adult on the communication. 	<ol style="list-style-type: none"> 1. Require registration: This shows you the email address of everyone who signed up to join your meeting and can help you record who is attending. 2. Use a random meeting ID: A best practice is to generate a random meeting ID for each meeting so it can't be shared multiple times. 3. Password-protect the room: Create a password and share with your families via email so only those intended to join can access your room. 4. Disable join before host: Individuals cannot join the meeting before the host joins and will see a pop-up that says, "The meeting is waiting for the host to join."

 Zoom is Americans With Disabilities Act (ADA) compliant and should be used for North Dakota 4-H official virtual meetings. Zoom is available free at <https://zoom.us>. You can sign up for a free account under Plans and Pricing. This account has limitations, such as a 40-minute time limit for group meetings, and a free account cannot use breakout rooms. Partnering with your Extension agent will provide you and your 4-H club with additional Zoom meeting options. Participants (your 4-H'ers) are invitees in a meeting scheduled by someone with a Zoom account or host license. Participants can join the meeting for free from their phone, desktop, mobile and tablet devices. A participant does not require a Zoom account to join a meeting. Schedule the meeting and send the Zoom link to each family in the club, along with information about joining Zoom for the first time.

Welcome and orientation to Zoom. Greet participants as they join and test their microphone. When all have joined, show participants the controls on the bottom of the screen.

- **Mic** – Instruct everyone to click on the microphone icon in the bottom left-hand corner to mute and unmute their microphone. For best sound quality, everyone should mute their mics unless they are speaking.
- **Video** – Be aware of participants' internet connections. Turning off the video can help with bandwidth. In the top right-hand corner, a tile icon allows participants to toggle between viewing all participants (gallery view) or speaker view.
- **Chat box** – Highlight the Chat box so if at any time participants cannot use their microphone or they have a question or comment, they have the option of typing in the Chat box. You can record the chat. If you do, notify participants that the Chat box, including all private messages, will be recorded. You can assign a participant to monitor questions in the Chat box.
- **Recording** – If you plan to record the meeting, notify participants when the Zoom link is sent. This allows families to discuss and opt out of the meeting or request it not be recorded. If any member objects, do not record the meeting.
- **4-H Code of Conduct** – Remind youth and adults that North Dakota 4-H has participation expectations in the North Dakota 4-H Code of Conduct, which apply to virtual programming participation.



Before starting the meeting, introduce an icebreaker activity right away to get everyone engaged.

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4-H Meeting Wheel - Use this wheel to include all parts of an effective 4-H meeting: **fun, business and learning.**

Business: Call the meeting to order – Keep the meeting short. Send the agenda to participants and follow it closely. Using an agenda during a virtual meeting may be more important than during a face-to-face meeting. A clear agenda keeps everyone on track and helps participants see what is being discussed. Include an icebreaker or use roll call to get everyone involved. Virtual teambuilding and icebreaker ideas can be found [here](#) under Club Management.

Start the meeting with the pledges. Be sure the U.S. flag and the 4-H flag are visible by the host’s camera. The president should call on one or two of the members (this may be pre-arranged) to lead the pledges. The president should have a gavel and call for the members to rise (three taps).

Reports – Depending on time needed for the remainder of the business, reports can be sent as attachments to the participants’ emails with the announcement of the meeting, the agenda and Zoom link. The host also can share their screen and show youth the agenda/minutes/treasurers report etc. to help keep them engaged. During the meeting, the president can ask for comments, corrections

and questions. If there are none, the reports can be accepted as presented in the written form. Because these are reports, a motion to approve is not required unless corrected or amended. However, the president can receive a motion to approve.

Business - The president or secretary announces each item of business on the agenda. If discussion is slow to happen, the president can call on participants for their thoughts. A member can pass. Provide another opportunity for members to speak at the end of the discussion or use the chat.

Voting - Voice votes can be done through Zoom. Physical votes can be recorded by raising a hand (either onscreen if using the gallery view) or with the raised hand feature in Zoom. If evidence of the vote is needed, the Chat box also can be used with a **yes** or **no**. If more than one member is on the same location (family members), they can type “2 yes and 1 no,” for example. You can copy the comments from the Chat box for the record. Make sure you have your settings in Zoom set to allow for the chat to be copied (Zoom > settings > In Meeting (Basic) > Chat > uncheck *Prevent participants from saving chat*; just below this option, you will see “Auto saving chats.” Allowing the meeting to auto save the chat is helpful and will need to be turned on if desired).

Learning: Educational lesson. Prepare a short educational lesson (10 minutes maximum) on a topic related to leadership or a specific project of broad interest to your members. If the lesson involves gathering supplies for an activity, include the information about what will be needed in your email and/or agenda to families with the link for the meeting. This also could be a time where members share demonstrations or project talks.

Fun/Recreation: The third part of a 4-H meeting is fun/recreation. End with a fun activity such as a virtual 4-H scavenger hunt or one of the ideas on the COVID-19 page mentioned above.

Use your imagination as you plan for virtual meetings. Remember to follow all principles of youth protection in setting up and conducting meetings, including the rule of three. Two adults should participate in all meetings with youth.

Finally, challenge your 4-H club members to do something to make a difference in their communities during this time.

References and Additional information: www.ndsu.edu/4h/covid_19/resources

Roxanne Turner and Janelle Stewart, Michigan State University Extension - March 30, 2020 www.canr.msu.edu/news/host-a-virtual-4-h-meeting

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