

Setting up and [hosting a virtual 4-H club](#) meeting might feel a bit overwhelming. But by following these tips you can create an opportunity to help 4-H members in your club continue to feel a sense of belonging when face-to-face meetings might not be an option.

#### **Become familiar with Zoom.**

[This video tutorial](#) provides a quick overview.

#### **Choose a video conferencing platform.**

Zoom is a popular option. With a free account it can be used for meetings 40 minutes or less. Volunteers can sign up for the free version here: <https://zoom.us/> or contact your county office to schedule your meeting.

#### **Be flexible and understanding.**

If youth aren't able to participate, there shouldn't be any penalty. Virtual 4-H club meetings cannot be mandatory and cannot count against club attendance.

#### **Promote and teach positive virtual meeting etiquette.**

This is a great opportunity to help youth learn appropriate behaviors for online interactions.

#### **Risk management is still important.**

Whether meeting in person or virtually, it is important to follow 4-H policies and guidelines to keep everyone safe during a virtual club meeting. The following recommendations include:

- volunteers should never meet one-on-one with a youth.
- virtual meetings should not be recorded.
- Zoom links should be shared via a private group chat, text or email with 4-H members. Do not post links publicly giving access to people outside of the club.
- Use the [“group chat”](#) but [disable the “private chat”](#) feature.
- Be the last to leave the meeting. This will ensure all youth have signed out of the meeting.

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