

MEETING ONLINE WITH YOUTH



WASHINGTON STATE UNIVERSITY

Virtual 4-H meetings can help keep 4-H members connected and on track with their 4-H projects. Keep in mind that not all 4-H members have access to technology to participate in virtual or conference call 4-H meetings. Since this is the case, virtual or conference call 4-H meetings cannot be mandatory and may serve as one option for participation.

The protection of members is of utmost importance in the 4-H Youth Development Program. Preventing one-on-one interactions between members, as well as between members and adult participants (volunteer and other adults), is a cornerstone of the 4-H youth protection strategy. Please continue to ensure that all [Washington 4-H Policies & Procedures](#) are followed during all virtual 4-H activities.

4-H members who choose to attend virtual or conference call 4-H meetings should do so from their own home and not congregate with other members who do not live in the same home for the virtual meeting. Virtual or conference call 4-H meetings should have a purpose and must have an educational, recreational and/or social component. Please consider that social connection may be a priority for many families. Relationship building can be the educational component of the meeting.

Virtual project meetings are an exciting new format for many youth. Conducting project or club business meetings this way requires creativity and flexibility to meet project learning. Think about ideas and resources for how this can happen. For example, encourage members to use self-guided activities at home with family and share through photos, art, video, creative writing, etc.

All 4-H members and volunteers need to set up their own Zoom account using <https://zoom.us/>.

A tutorial on how to do this can be found [here](#).

If you have questions, please contact your local WSU Extension 4-H Office.



Best Practices When Holding a Virtual 4-H Club or Project Meeting:

- Ensure a minimum of two approved 4-H Adult Volunteers (*If two cannot be present, one 4-H Adult Volunteer and another adult at least 21 years old or staff must participate) are in place for virtual or conference call 4-H meetings and are connected prior to members arriving.
- Members should identify themselves with their first name only.
- Use only “group chat” and turn off “private chat” in any virtual meeting.
- For club meetings, officers should fulfill their normal responsibilities for leading the meeting, taking minutes, etc.
- Do not record the meeting.
- Turn off “screen sharing” for participants. You can grant screen sharing for individual members as needed.
- Only approved 4-H Adult Volunteer leaders may host virtual or conference call 4-H meetings.
- Keep regular attendance records at all 4-H club and project meetings.
- Contact your WSU Extension County 4-H Program Office if you have any questions.



Adapted with permission from the University of California 4-H Youth Development Program.



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