

TIPS FOR RUNNING AN ONLINE 4-H CLUB MEETING

By South Carolina 4-H

Is your 4-H club trying to figure out how to hold club meetings online? Zoom (<https://zoom.us/>) is an online meeting platform that allows free meetings of up to 100 people for up to 40 minutes. If you think you need to meet longer than 40 minutes, no problem. Contact your local 4-H agent (<https://www.clemson.edu/extension/co/index.html>) to assist in setting up a meeting for longer than 40 minutes. Here are some helpful tips for Zoom club meetings:

MAKE SURE CLUB LEADERS ARE PREPARED

Club leaders should download the Zoom app on their phone, tablet or computer. If you're not familiar with Zoom, we encourage you to watch a tutorial on scheduling and hosting meetings (<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>). If you need help, contact your local 4-H agent.



MAKE SURE CLUB MEMBERS ARE PREPARED

Encourage the members to download the Zoom app on their phone, computer or tablet before the meeting is planned to start. Also, share with them tutorials on how to log in and use Zoom several days before the meeting (<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->). Also, share with them the zoom etiquette (<https://youtu.be/BZfujnPvAnU>).

CONSIDER HAVING A GUEST SPEAKER

Consider using a guest speaker (job professional, feed representative, etc.) to present at your club meetings. Make sure your guest speaker is familiar with Zoom by sharing the tutorials with them. Ask him if he has any documents/handouts or a copy of his presentation that could be share with members ahead of the meeting and make sure to send them out at least a day before the meeting.



RUN THE MEETING AS NORMAL

Have a meeting agenda and email it to members at least a day before the meeting. Follow the agenda and stay on task. Allow officers to run the meeting as if it was a normal in-person club meeting. Finally, make sure to be flexible. This is a new way of participating in 4-H and we all need to be understanding.



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