



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION



VIRTUAL 4-H MEETING ETIQUETTE

Making Club Conference Calls Fun for All

NOISE



HEAD

We all want to hear you, not your background

If you don't have headphones with a mic that allow everyone to just hear you practice muting when you don't have anything say. This will help everyone hear better!

GUIDELINES & AGENDA

All 4-H Meetings should have a plan.



HEART

Just like at 4-H Club Meetings we want an agenda or plan for what we are going to talk about. That could mean that you've scheduled time for checking in and hearing how everyone is doing with their project. Keeping the group focused helps us use our time well.

ENGAGE

Everyone should have something to share



HANDS

It's easy to get distracted, so help everyone keep calls short but frequent. Try your best to stay engaged and share your thoughts and ideas. Don't be an "air-hog" and encourage others that you haven't heard from to speak too.

REPEAT & SUMMARIZE

Distractions Happen



HEALTH

If you've shared about something that's really cool re-state briefly what you've shared so anyone fighting distractions (like funny dogs or younger siblings) doesn't miss out.