

4-H Online Meeting Guide

Using ZOOM



Get Connected for 4-H Club Meetings

During this stay-at-home order we can still gather as a 4-H Club! We want to stay connected to you!

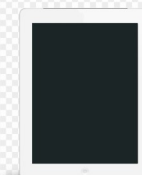
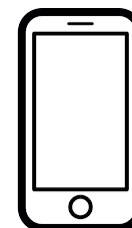
Steps to Prepare for your Online 4-H Club Meeting.

We will use the platform Zoom— <https://zoom.us/>

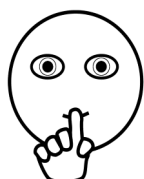
1. Download and install the Zoom Launcher (PC/Mac) or Zoom App (iOS/Android)
2. Set up a FREE account
3. Review how the getting started with Zoom: <https://support.zoom.us/hc/en-us/categories/200101697>
4. Join a Zoom Test meeting to make sure your computer is working: <https://zoom.us/test>
5. To view multiple participants—click on *Gallery View* in upper right hand of screen.
6. At the end of the meeting—click **Leave Meeting**

What Devices can I Use on Zoom?

- Laptop/Computer (PC or Mac) - Recommended
- Tablet (Apple iOS, Android)
- Smartphone (Apple iOS, Android)



Zoom Etiquette:



FIND A QUIET SPOT

Find a quiet spot in your house to log into the Zoom meeting. This will allow for little distractions to be able to hear the meeting and for you to be able to participate. It is also best to sit in one place and not walk around.



BE ON TIME

Be on time for your zoom call. Just like attending a meeting, we will take attendance and roll call and we want to count you present for the meeting. Log in a few minutes early to be sure you have everything working properly.



MUTE YOUR MIC

Mute your microphones by clicking on the microphone in the lower left hand corner of the screen. This will help reduce background noise for the meeting. When you are asked to speak, you will unmute your microphone to give a report.



TURN YOUR VIDEO ON

Turn on your video so we can see each other like when you attend a 4-H Club meeting. This is a great way to still be able to participate in the meeting! We will be able to see you, so dress appropriately!



WAIT YOUR TURN

Wait your turn to speak. The President of the Club or the 4-H Leader will call on you when it is time speak. Use good manners or raise your hand to ask a question. If everyone is talking at one time, it will be difficult to hear what the club officers are sharing with you. You can also use the chat box to ask a question.

4-H Club Suggested Club Meeting Outline

PRE MEETING

CLUB PROGRAM: *Vice President to introduce speaker to group.*

Topic: _____

Name of Speaker: _____



4-H CLUB MEETING

Call to Order: *President*

Pledges

- *All stand as you do at a 4-H Club Meeting, unmute your mic to say pledge together. Leaders of the pledges should stand in front of computer to be seen in video screen by all members to begin the pledges.*

Pledge of Allegiance—Led By: _____

4-H Pledge – Led By: _____

Roll Call - *Secretary*

- *When you hear your name unmute your microphone and respond to Roll Call question.*

Business Meeting

- Minutes of Last Meeting: *Secretary*
- Call for Approval: *President*
- Treasurer's Report: *Treasurer*
- Officer and Committee Reports: *Committee Chairs*
- Unfinished Business: *President*
- New Business: *President*
- Announcements: *President, Club Leaders, or Members*

Upcoming Events or Activities

- County or Unit and State 4-H

Talks and Demonstrations

- *When it's your turn to give a talk or demonstration, make sure your camera and microphone are turned on. Stand in front of the computer so you can see your screen to be sure you are viewed by the club members. Speak loud and clearly so everyone can hear you. All other club members should have their mics muted until it is time to ask questions.*

Adjournment: *President*