



4-H Virtual Meetings



Best Practices for Creating Safe Virtual Spaces for Youth

- ⇒ Ensure a minimum of two approved volunteers are in place for virtual or conference call 4-H meetings and are on the virtual 4-H meeting prior to the meeting starts.
- ⇒ Members should identify themselves with their first name only.
- ⇒ Use only "group chat" and turn off "private chat" in any virtual meeting.
- ⇒ The secretary or assigned person should take minutes.
- ⇒ For club meetings, do not record the meeting.
- ⇒ Turn off "screen sharing" for participants.
- ⇒ Only approved adult volunteer club leaders should host virtual or conference call 4-H meetings.
- ⇒ Volunteers also shall not have any direct electronic contact with children without another adult being included in the communication. If youth directly contact an adult, a second adult should be included in all responses.

Resources for Creating Virtual Spaces for Youth

Here is a list of resources that you might use to connect with youth and create online meetings:

- [Zoom](#)— Free group calls up to 100 participants for 40 minutes. If your call needs to be longer contact your educator.
- [Skype](#)— Free group video calling for up to 50 participants is free and can be used across devices.
- [Facetime](#)— Can only be used among those owning Apple Devices with the Facetime App.
- [Google hangout](#)— Can create group chats for up to 150 participants.
- [Google duo](#)— Can be used across many devices for up to 8 participants.
- [Microsoft teams](#)— Contact your educator about setting up a meeting or sign up for free version
- [ezTalks Meetings](#)— Free version hosts 40 minute meetings, up to 100 participants.