



# Leading Online & Virtual 4-H Clubs Checklist

Thank you to all 4-H volunteers for showing your dedication and enthusiasm in finding ways in which to offer virtual and online 4-H clubs. The purpose of this checklist is to provide you with some guidance about the logistics of running a virtual or online 4-H club.

Thank you to the Brant 4-H Association for sharing this resource with 4-H Ontario.

## How can I run my club?

Online Club - Meetings take place via email.

Virtual Club - Meetings take place via Zoom or other video chat software and include take home activities.

- Email membership coordinator information about the club you want to run (a promotional blurb).
- If applicable, send an email to all youth that signed up for the club at Rally Night After (CC membership coordinator) about the fate of your club (postponed, cancelled, online/virtual).
- After the first meeting, email membership coordinator a final membership list, including leaders and youth leaders.
- Once the club is finished, email membership coordinator a list of which youth have completed the club and who dropped/didn't complete.

## Emailing about a new club

- Include club requirements, meeting dates or deadlines, achievement details, how many meetings must attend / complete to get club credit.
- Include 4-H pledge, info about 4-H for new members.
- Include leaders' names, contact information.
- Attach participant agreement form, need one per member (Use 2020 version)
- Let membership coordinator know when a new member joins the club so they can check if they paid the membership fee before member attends a meeting / is emailed a meeting.

## Emailing a youth

- For the safety of our youth, CC all co-leaders on email to youth.

## Hosting virtual club meetings

- CC membership coordinator and all co-leaders on all meetings / club related emails.
- Email out Zoom etiquette and expectations in advance of meeting or discuss etiquette and expectations at first meeting.
- Always have a second leader already on Zoom/video chat software before a youth joins the meeting.
- Provide a meeting phone number to call if members do not have fast enough internet to use Zoom/video chat software or prefer audio only.
- Provide a contact number/email for in the event a youth experiences technical difficulties.