



Alaska 4-H

Protocol for video conference meetings with youth

Virtual 4-H meetings can help keep the 4-H members connected and on track with their 4-H projects. Keep in mind that not all 4-H members have access to technology to participate in virtual or conference call 4-H meetings. Since this is the case, virtual or conference call 4-H meetings cannot be mandatory and will not count against attendance policies. Also 4-H members should attend virtual or conference call 4-H meetings from their own home and not congregate with others for the virtual meeting.

Virtual or conference call 4-H meetings should have a purpose and must have an educational component, this includes members giving presentations about their projects, virtual judging skill-a-thon, project instruction, etc.

Your 4-H District staff can set up the meeting and help you with your ADA needs.

Keep in mind the following when holding a virtual 4-H meeting:

- ✓ 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.
- ✓ If using “break-out” rooms, the 2 approved adult leader rule still applies.
- ✓ 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.
- ✓ Do not record the meeting.
- ✓ Turn off “screen sharing” for participants.
- ✓ Volunteers - only Alaska 4-H approved adult volunteer club leaders should host virtual or conference call 4-H meetings.
- ✓ If youth directly contact an adult, a second adult should be included in all responses.
- ✓ Please keep track of virtual or conference call 4-H meetings and participation for your county records.

Remember do not have one-on-one contact with children: there must be two or more adults present during activities where children are present. Program Staff also shall not have any direct electronic contact with children without another adult being included in the communication.

Please work with your 4-H District and Statewide staff on options for virtual or conference call 4-H meetings or if you have any questions.

(adapted from Penn State 4-H)