

4-H Club Zoom Tips

This training is to support club leaders:

- Run a 4-H club meeting virtually.
- Keep kids attention and engaged.
- With tips on virtual meetings.
- By providing a selection of activities to pick from.
- By showing some key Zoom functions.
- Showing the connection to the essential elements.

This training is not:

- A training of all of the zoom functions.
- Zoom provides training videos accessible from the zoom website.
- Another is a resource are training videos developed by club leader Cindy Brandt, Amocat 4-H club, at _____.

New things to consider in a Virtual Meeting World

Still have house rules. House rules are the expectations set by the meeting presenter. With in person meetings, you may go over where the bathrooms are, cell phone use, when there are breaks. With online meetings, there are some different things that need to be addressed, as well as old house rules.

Keep the meetings short.

Keep it interactive. This isn't new for 4-H, but it is easy to just lecture.

Practice your technology ahead of time. When it's not working don't draw attention to it. Move on.

Consider requiring that the participants keep their video on some or all of the time. (Some kids may be resistant. After doing several club meetings, it will go better when we can see each other.)

Still have engaging content.

Be forgiving and understanding that some children and adults really do not like online meetings. Do whatever you can to keep them involved on some level in your club so that they continue in 4-H and other activities once in person meetings resume. Children thrive on having positive identities with school, family, organizations, sports teams, church, mosques, temples to name a few. So even though they might not be showing up, they are still receiving the benefit of identifying with being a part of 4-H. They may even be working on projects, photos, etc. They may be reading your encouraging emails, even if they are not responding. Keep it up!

Send extra reminders of the meetings. Many people do not have a solid schedule, it is easy to forget what day of the week it is! It can be easy to not open an email and it gets covered up by new emails. In every reminder, send the Zoom/Meeting information. You don't want your participants to look through old emails to get the link.

Be willing to send out invites and reminders through a few methods. Some people do much better responding to texts. These can be easier to navigate on a phone.

If you have a secured shared calendar (my club has a Google Calendar), you can put the meeting invite right into your shared calendar.

Still make your best better and go to fair!

Virtual Club Meeting Agenda

Why go virtual?

We believe that all youth deserve a high-quality 4-H experience during this crisis, which increases belonging, master, independence, and generosity, which is virtual, phone, or packets. To support youth mental health, progression in 4-H, connection to peers, benefits of youth and adult mentorships, supplemental academic enrichment, and increased leadership and job skills.

The Agenda.

*With a virtual meeting there are more engaging activities, a pre-meeting section, and post-meeting time. The green **bold** sections are areas that help virtual meetings run better.*

There are many ways you can have an agenda in a distance meeting. You can email it ahead of time, and then have it prepared on a word document to share on your screen. You can then edit your agenda as you go over it with your club or project, and put the amended version right into the chat box of the Zoom. If you prefer to set your agenda as part of your meeting, you can do this live with your white

board function or via a blank word document or the chat box. The zoom website provides how to videos, on these functions.

Full Meeting Agenda

Pre meeting zoom time

Welcome:

Pledges

Attendance

Name activity

Virtual group agreement

Community Building activity

Last meeting minutes

Treasurer's report

Project area reports

Community Building activity or brain break activity

Demonstration or skill building activity

Old Business

New Business

Closing activity

Adjourn

Post meeting game and chatting

Shortened Meeting Agenda

Pre meeting zoom time

Welcome:

Pledges

Attendance

Name activity

Virtual group agreement

Community Building activity

Demonstration or skill building activity

Closing activity

Adjourn

Post meeting game and chatting

Pre-meeting email announcement

The objective and essential elements: The pre-meeting email helps with a sense of belonging (gets the group ready to be a virtual 4-H group). It also lets youth know the security you have when people join (names/pronouns) to create a sense of caring for their safety. Mastery (It helps the members be ready and prepared to run a good meeting.)

About this Section: This sets the stage for the meeting. If you put out an agenda, the group knows what will be happening. If the youth see that fun parts of the meeting are still included. (like name games, community builders) this helps. If the traditional stuff is still there (like new business, old business...), it creates the comfort of 4-H still occurring online. Mentioning tech support help and pre-meeting activity helps youth feel they will get help when they join and can have some fun before the meeting starts.

Preparation: Include the agenda when you send out the meeting notice email.

You can write something like:

Greetings,

I am very excited to see everyone at our next meeting. The meeting will be similar to our in-person club meeting. We are adding pre-meeting time to make sure everyone gets connected, talk, play a game. During the meeting, we will have time to play games. When the meeting ends, you can stick around for fun and chatting.

When you join the meeting, we will help you with any technical issues and help you get your name on screen and pronouns to help others know how you are. It can sometimes be hard to tell on small screens.

Please have paper and a marker ready.

We will be covering _____

Be ready to decide on _____

Please read the attached document _____

Why Pre meeting activities

Time: 15+ minutes before the start of the meeting.

Objective and Essential Elements: Tech support section, Belonging, and Mastery. Belonging occurs by providing a safe place by verifying who is on and welcoming them individually. Mastery for remote learning is taught during this meeting.

About this Section: This pre-meeting time is for tech support for people coming on. It is helpful to have a volunteer take on this role. The tech support person should be assigned co-host to verify you have the right people on the call for youth protection. (They can remove unwanted guests and mute participants.) If they have a cell phone not being used by the zoom program, they can call and text anyone who has issues and help. As youth join the zoom, ask all to have cameras on so you can verify it's them. Tech support works with youth to change their zoom name, since many accounts are under their guardian's name, and change their preferred pronouns. (he/him/his, her/she/hers, they/them, ...) This clarity helps everyone communicate better. The tech person can also give advice on youth using the camera and lighting. The facilitator can use this time to facilitate a pre-meeting activity. This encourages people to be on time or earlier and a chance to have some fun before the meeting starts. Each meeting, the group will get better signing on, and you will have more time to do a pre-meeting activity.

Preparation: Have your tech support person ready and put their name and cell number in the Zoom chatbox. Assign your tech person co-host on Zoom. Have pre-activity ready. If this is a document to screen share, have it ready. Also, you can put directions for the pre-activity in the chatbox.

Say something like:

1. Welcome to the Zoom. Please turn on your camera so I can see you.

2. Let's make sure your name is changed and put down what pronouns you prefer. It is hard to see everyone on small screens, and usually, the name is the adult who signed up for the Zoom account. We do this to help everyone be identified correctly the way they want to be recognized. You can see my name and preferred pronouns. We could have new members; at times, the video may not work, and we can't see them, or they prefer to be identified in a certain way.
3. The tech support person is _____, and you can see their phone number in the chatbox if you need help.
4. As people join us we will be playing the game _____ if you want to play.

Pre-meeting activity options

Ridiculous debates

This is just a silly activity, or it can be a communication skill builder. You get two youth to debate, which is better between two things. Chocolate versus orange sherbet ice cream. Walking backward or sideways to school. Eating a cup of mm's or chocolate chips. A cup of soup versus instant oatmeal. Trucks versus Jeeps. Public presentations versus record books.

Say something like:

1. We are going to have silly debates.
2. This works by two of you debating between things I give you to debate. It could be chocolate ice cream versus orange sherbert.
3. Each person gets one minute to argue why their thing is better.
4. We will vote on the chatbox who did better. Who will volunteer?

Group good news broadcast:

This is where people share good news. You can call on youth or have them volunteer. (See good news document) This is where the youth can share some good news in their life. Something that happened, they are excited about, or something in the future.

Say something like:

This is good news broadcast time. You get to pretend to be a news announcer and announce what good news is happening in your lives. So you get to pretend you have a microphone and tell us your good news broadcast. My good news is _____. Alright, who is next?

Graffiti wall.

This activity works with the annotate function of Zoom. You can share the screen with a blank document and ask youth to write on it. This is an excellent skill to teach the youth as you can use it in other meetings. It can be used over many sessions by giving the youth different topics to write about.

Examples: Something exciting that recently happened? Something they did recently with their project? Something fun they did? What is new with school? Something you are proud of?

Say something like:

Today we are making graffiti. You will use the annotate function of Zoom. So use the draw function and answer the question with graffiti. You can put up an artistic word or draw a picture. So let's do graffiti on _____

Youtube video clips.

This is where you can select a youtube video to share with the group. You can find videos related to your projects or share old videos from shows or the fair.

Say Something like:

We will watch a video, and you all can share what you liked about it.

Group crossword puzzle:

This activity is about solving a crossword. You can share a simple puzzle through your screen function. You can read out the clues, and the group can guess. Fill in the crossword. You can search online for crosswords related to your projects.

Say something like:

Time for a crossword. 1. down question is _____ 2. Any guesses?

Spirit meeting:

This meeting is about having a theme for the meeting that the youth can dress up for. As they come on to the Zoom, they can share with others details about their costumes. The youth need to be notified in the pre-meeting email. Another option is letting the youth pick one for the next meeting. Options: (project animal-related, local sports team, crazy hair, 4-H pride, favorite school class, favorite book, favorite movie.)

Say something like:

It's time to share details about your costumes.

Welcome

Time: (3)

Objective and Essential Elements: Build Belonging and reviewing the meeting agenda.

About this Section: This section is the primary kick-off to the meeting. Now everyone should be on the zoom and ready to go. Having everyone on screen creates a sense of belonging and safety. Also, positive energy goes a long way.

Preparation: Have your screen share documents ready.

Say something like:

1. The meeting is ready to start. If anyone needs tech help, use the chat, and _____ will help you.
2. Welcome to the meeting! Everyone, please turn on your cameras so that we can see all of the club members.
3. Please have your supplies ready. (_____ & _____)
4. I have the meeting agenda on the screen. Does everyone see it?

Pledges

Time: 2 minutes

Objective and Essential Elements: This helps create belonging by continuing to start the meeting with the pledges.

About this Section: This is run just like a meeting.

Preparation: It is helpful to have a picture of the American and 4-H flag on the screen. (see attached)

Say Something like:

Who is doing the pledges?

Variations: Just one person does pledges, while others are muted.

Attendance from participants list.

Time: (0-1)

Objective and Essential Elements: Create a sense of belonging and expectation that members attend the meetings.

About this Section: Virtually, it is better not to do role calls, in the interest of saving time. It is straightforward to have a helper go through the participant list and record who is in attendance.

Preparation: Club roster ready and check people in as they come on to the zoom during the pre-meeting.

Say Something like:

1. Today we will have the secretary take attendance from the attendees' list in Zoom.
2. Please make sure your name shows on your screen.
3. If you can't change it, type your name in the chatbox.
4. If you notice someone missing and can text them, you can send a welcoming, friendly text reminding them, and you hope to see them.

Name Games

Time: 5 minutes

Objective and Essential Elements: These activities create a connection with each other, which builds a sense of belonging.

About this Section: This is about connecting youth with each other in a fun way. The more youth know about each other and their names, the club will run better. These don't have to be complicated.

Preparation: Some activities use paper and markers. You can either call on youth or have them pick the next person who hasn't gone yet. It can help groups if you go first, so they have an example. One way to more involvement is to quiz youth at the end. So you can say something like, "when we are finished, I may quiz you, so be ready."

Your name and favorite animal

Preparation: You are ready to go first to demonstrate, or you recruit a youth before the meeting.

Say something like:

1. We are going to do a name game. The purpose is to get to know each other's names, learn more about each other, and have fun.
2. We will share our names and a real or imaginary animal you would bring to a 4-H meeting.
3. If the animal is an animal you would bring to a meeting, use the thumbs up function.
4. I might randomly quiz someone to see if you remember their name and animal.

Your name and stretch

This activity helps get members moving, especially with all of the zoom meetings going on. Stretching promotes Health in 4-H.

Preparation:

You are ready to go first to demonstrate, or you recruit a youth before the meeting.

You can say something like:

1. We are going to do a name game. The purpose is to get to know each other's names, learn more about each other, and have fun.
2. You will state your name and a stretch you like to do. You will demonstrate the stretch, and we will all try it. Everyone gets to try the stretch.
3. When you are done, call on someone who hasn't gone yet.
4. When you are done, I'll randomly quiz someone on a member's name and the stretch.

Your name and something you bring using the first letter of your name.

Preparation: You are ready to go first to demonstrate, or you recruit a youth before the meeting. Example: *Jana* brings *Jet Fuel*. *Dan* brings *Dice*. *Stephanie* brings *Sharks*. *Jennifer* brings *Jelly beans*. *Missy* brings *Marshmallows*. *Kevin* brings a *Kraken*.

Say Something Like:

1. We are going to do a name game. The purpose is to get to know each other's names, learn more about each other, and have fun.
2. I want you all to think about what you are bringing to the meeting today. It has to be a word that starts with the first letter of your name. Like Brian brings Bells or Pat brings Pickles. The funnier, the better. When you are done, call on someone who hasn't gone yet.
3. I go first. I'm _____, and I am bringing _____.

Group would you rather

Preparation: Have your questions ready. You can google questions; here are a few starters.

Would you rather your only mode of transportation be a Llama or a Giraffe?

Would you rather only be to use a fork (no spoon) or only be able to use a spoon (no fork)?

Would you rather have to read aloud every word you read or sing everything you say out loud?

Would you rather have all dogs try to attack you when they see you or all birds try to attack you when they see you?

Would you rather have skin that changes color based on your emotions or tattoos appear all over your body, depicting what you did yesterday?

The group needs to practice the raise hands function. You can put these into the chatbox or have them on the shared screen. You can have them verbally share their choice or use the chatbox.

You can say something like:

1. We are going to do a name game. The purpose is to get to know each other's names, learn more about each other, and have fun.
2. This activity has no right or wrong choices.
3. I'll give you two options, and you have to choose one. Just type in your choice in the chatbox.
4. Notice who is similar and different from you.
5. When we are done, I'll randomly ask some to share people they share similarities with.

Group Agreements

Time: (5 minutes)

Objective and Essential Elements: This covers the behavior expectations during the zoom and supports life skill development. The essential element of belonging occurs with group agreements. Also, independence when the youth create expectations.

About this Section: This is where youth create the behaviors that make a successful zoom meeting with the youth. The youth develop what they expect from members. As the club leader, you still have other expectations that you give to them before creating the agreement. Some expectations may be cameras on, and you expect chat replies; at times, you will mute the whole group,.....

Preparation:

1. You select the format you will use; see provided options.
2. Have someone ready who knows how to share screen and is ready to record the group ideas.

Option 1

Say something like:

1. We are making a group agreement that will help us work well together on zoom. The agreement is about what behaviors we believe will help us work well together.
2. There are some that I require to do my job as the club leader/president. They are camera's on...
3. Everyone think of one behavior that is helpful when on zoom. An example I have is let's be respectful.

4. I want everyone to share a behavior they think helps us to work on.
5. _____ is going to record the answers and join similar ones.
6. Ok, we have the list. Does anyone have any questions?
7. So do we all agree to practice the behaviors?
8. We will visit later what we are doing well. Let's keep Making the Best Better!

Option 2

Split a large group into breakout rooms. Have each room come up with 3 ideas. Reconvene, and have the secretary or other member with good computer skills combine all the ideas, looking for common ones. Give them permission to share the screen.

Option 3: In the chat box, have each member type in 1 thing they feel is important to running the meeting, or speak one idea.

Option 4: With either method, you can use the Poll Function on Zoom, have the secretary or tech savvy member create a Poll with all the ideas, have everyone vote for their 4 favorite agreements and see which ones come out on top.

How to use agreement at each meeting:

Asking the group one question at each meeting keeps the group improving behavior. You can also ask the question at the end of the meeting.

Question options:

What did they like the group following during the meeting?

What part of the agreement did they do well?

What part of the agreement did they appreciate the group doing?

What part are they going to make better next time?

What part of the agreement help members feel welcome?

Which part of the agreement helps with learning?

Community Building activities or Brain Breaks

Time: 5 minutes

Objective and Essential Elements: The community builders mainly build the essential element of belonging.

About this Section: The activities are fun and flexible. Select ones that you think your specific group will enjoy. Youth leading these are encouraged. Sometimes a particular youth is good at teaching these, so recruit them before the meeting. These can be completed quickly, with your encouragement and guidance. When you are done, you can ask questions about what was fun or what they learned about the group.

Preparation: Check each activities description.

That's Like me!

Preparation: Have some fill in the blank questions ready. Examples: I like _____, I have done _____, I want to do _____.

Say something like:

1. We are going to do an activity to get to know more about each other. We are all unique but share similarities.
2. Each of us gets to share something we have done. It could be something very unique or your favorite thing to do. OR, you give a fill in the blank sentence.
3. Everyone else's job is to use the hands up function if what is shared is something you like to do or would like to do.
4. You can take notes.
5. When we are done, I will call on you to share who in the group shared a similar experience or did something you would like to do.

Another version is everyone puts up hand in front of the camera, holding up five fingers. As each person shares something they have done, drop one of your fingers if it is true for you.

Spirit meeting.

Preparation: Tell the youth what the theme is for the meeting in your email announcement. Another option is telling the youth at your meeting what the theme is for the next meeting. Better yet, let the youth decide the theme for the next meeting. Some fun themes include hat day, crazy hair day, dress like your animal, mismatch day, sports-themed day, or 4-H pride day. Let each youth share something about their outfit.

Say something like:

1. We will have a spirit theme for the next meeting.
2. What are the ideas from the group for the theme?
3. What is the decision for the next meeting?

How you feel object

Preparation: Tell the youth to bring an item for the meeting in your email announcement. The object should represent who they are feeling. This check-in a chance to acknowledge feelings. Like show and tell.

Say something like:

1. Let's go through, and everyone can share their objects.
2. Now that we are done. I want to say that different feelings are ok. Sometimes we bring more positive emotions, and sometimes we have struggling feelings. This is ok. For the meeting, we will work on it being a positive feeling meeting and supporting each other.

Project Pictionary

Preparation. Create teams and put the list in the chatbox or shared screen. Can have your tech support person do this after the meeting starts, and you know who is attending. Be ready to private chat with each participant what they are supposed to draw. If not able to use private chat, you could text the person the item to draw. Have a timer. The group needs to be trained in the annotation function in the zoom, and you need a blank document on the shared screen. Give them something to draw related to their project. Have a timer. Go back and forth between teams.

Say something like:

1. I have posted the teams in the chatbox. When your team is going, you can chatbox your guess or yell it out. So make sure you are unmuted when your team is going. This is timed.
2. One person goes and uses the annotate function to draw. I will privately send what to draw. Who is going first?

Two Truths and a Lie

This is a guessing game that helps people learn more about each other.

Preparation: Have your two truths and lies ready.

Say something like:

1. We are going to play two truths and a lie. Each of us will share two real things about ourselves. It could be something you have done or a place you visited. And one lie.
2. Everyone else will guess which is the lie.
3. Type in the chatbox your guess for the lie.

Funny Zoom Freeze face or pose.

Preparation: Members need to know how to turn on and off cameras.

Say something like:

1. We are going to play a game called zoom freeze. You know when someone's camera freezes, and they look funny. We all get to make our zoom freeze face or posture.
2. So I will have everyone turn off their cameras. When I say turn on, you will be in very still in your zoom freeze face and posture.
3. Let's go. Everyone turn off your camera. Now turn cameras on and freeze.

20 questions

Preparation: You can go first and have an object ready that they can guess what it is. Or you can just write it down on a piece of paper to show them. You can have the group guess out loud, call on youth, or have them use the chatbox.

Say something like:

1. We are going to play 20 questions. I have an object off the screen. The group gets only 20 questions to guess what it is. I will answer your questions with a yes or no.

Zoom in on Zoom.

Preparation: You need a plug-in extension cord video camera or a phone that can be moved close to an object. You want to show the object close without the group seeing it larger. Could do close-ups of stuff left in the refrigerator to long.

Say something like:

1. We are playing a guessing game called close up. I'll turn my camera off, and when I turn it on, it will be a close up of an object. Everyone gets one guess.
2. Type in your guess in the chatbox.
3. After my turn, others can go.

Story Stretch

Preparation: none

Say something like:

1. We are going to do a made up story.
2. Each person who helps make up the story gets to add a body stretch.
3. So, this story starts with us getting up in the morning. So the first thing we do is reach for a glass. So everyone stretch their arm out reaching for a glass. Stretch.....

4. The next person adds another action and stretch to the story.

Group stretching

Preparation: Have some stretches ready

Say something like:

1. We are taking a stretch break. So everyone get ready for stretches.
2. Everyone stretch _____

Favorite body part

Preparation: None

Say something like:

1. Everyone who wants to, get to share their favorite body part and a stretch of it.
2. I like my fingers, so lets stretch our fingers out and open up your hands.
3. Who would like to go next.

Yoga

Preparation: If you know some basic yoga poses.

Say something like:

1. We are doing some yoga poses.

Deep Breathing

Preparation: None

Say something like:

1. We are going to take a deep breathing break. We will breath in for 3 seconds, hold 3 seconds, breath out 3 seconds.

Last meeting minutes

Time: 2 minutes

Objective and Essential Elements: This section covers the essential element of Independence, youth approving their meeting minutes. This report can be short and straightforward.

Preparation: Have minute meetings ready to share on-screen and emailed out before the meeting.

Treasurer's report

Time: 1 minute

Objective and Essential Elements: Mastery occurs through learning how to manage the club's finances. Independence happens when youth control the use of the funds. Belonging happens as they make decisions as a group. Generosity, if they have done fundraising for another organization. This report can be short and straightforward.

Preparation: Have a report ready to share on-screen and emailed out before the meeting and not complicated, but the money in, money out, and balance.

Project area reports

Time: 10 minutes

Objective and Essential Elements: Youth share how they are mastering their projects and Independence by presenting what they did, not an adult presenting.

Preparation: Send out a request for youth to give their project report before the meeting. Youth can create a picture, document, song, or some other way they share the update. It is good to get different youth to report each time, so other youth get practice presenting. To keep it simple, tell the youth they have about three sentences or one minute. Another variation is to tell youth they have one breath to share reports. They can also be creative with a song, video, art, etc...

Say something like:

1. It is time for project reports that are about three sentences long or one minute. Tell the youth you will call out people who are giving the project reports this meeting.
2. We will make the best better by improving our public presentation skills when we present updates on projects.

Demonstration or skill-building activity

Time: 10 minutes

Objective and Essential Elements: Any essential element can be covered at this time, depending on the activity.

About this Section: This can be traditional 4-H skills. Public presentations, oral reasons, record books,.....

Preparation: Have any materials ready to screen share. If they need handouts or online resources, send that out in the meeting announcement. You also can have the link to online resources put into the chatbox. Another option is having kits mailed out with the simple items needed for your demonstration.

Old Business

Time: 1-5 minutes

Objective and Essential Elements: This section covers Independence by the youth approving their club's actions—mastery of working together.

About this Section: Keep it short and straightforward. Facilitate for progress, not perfection.

Preparation: Can have the minutes on a shared screen or put them in the chatbox.

New Business

Time: 1-5 minutes

Objective and Essential Elements: This section covers Independence by the youth approving their club's actions and mastery by improving skills working together.

About this Section: Keep it short and straightforward. Facilitate for progress, not perfection.

Preparation: Can have the minutes on a shared screen or put them in the chatbox.

Closing Activities

Time: 5 minutes

Objective and Essential Elements: The purpose is to end the meeting on a fun note so youth will want to come to the next meeting, and it creates a sense of belonging.

About this Section: This activity can be just for fun, or some activities help members reflect on learnings from the meeting.

Preparation: Depends on the activity if you need something on the shared screen ready.

Say something like:

- 1. We are going to do a fun closing activity.*
-

2. *Everyone is welcome to stay on the zoom after the meeting adjourns. I have _____ ready, and you can chat with each other.*
-

Two Positives and a Wish

Purpose: To have members recognize positive things occurring and what they are hopeful for in the future.

Preparation: Be ready to lead the group with your two positives and wish.

Say something like:

1. We are going to share two positive things about tonight's meeting. It can be things you liked, that were fun, something that made you laugh, or something new you learned. Also, what is a wish you have? A wish for your project? A wish for 4-H?

Closing: Can share how there is good going on and concerns. This is ok to feel good about things and feel things could be different.

Variations:

Ask them to share two positives related to their project work and one wish for their project work.

1. Have them share two positives of the zoom meeting and one wish for the next zoom meeting.
2. Ask them to share two positives about themselves and a wish they have for themselves. What are they making better?

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Purpose: To get youth reflecting on the meeting. They can share what they learned, questions have, and something they want to share with the group.

Preparation: You can post, "share three things you learned, two questions you have, and one thing they want to share.

Say something like:

1. Tell the youth that they will share three things they learned, two questions they have, and one thing they wanted to add to today's learning.

Name: Daily Tweet

Purpose: Sharing what they learned. This section uses the concept of a short response to a question with tweets only allowing 280 characters.

Preparation: Have what they are responding posted in the chatbox or on the shared screen. You can also go first and post your response in the chatbox. Optional tweet topics. Something about each member of the group. Something you did this weekend. Something you like about the class.

Say something like:

1. We are posting tweets. Everyone gets to reply to my question, at the most 280 characters. Try your best to keep it short. I will post mine first to give you an idea.
2. I would like you to share _____.

Keywords

Time: 5 minutes

Purpose: This closes out the meeting with youth sharing keywords that come to mind when they think about the meeting.

Preparation: Pick a keyword topic. Decide will you use the chatbox, have youth hold up their answer on a piece of paper, or use the annotate function. Option topics. Your project work. The meeting. The club. Your animal

Say something like:

We are ending the meeting with everyone sharing a keyword that they think of to the question _____.

Please put one keyword in the (chatbox, on paper, using annotate) that describes _____.

Name: Group Poem

Time: 5 minutes

About this Section: You pick a topic and have everyone type a one-sentence answer to your prompt. They use the chatbox.

Preparation: Have your question ready to put on the shared screen or in the chatbox. Optional questions. What does it mean to treat others with respect? How do you feel when someone listens to you? How do you feel when someone gives you the help you need? What is fun about this group? What are you looking forward to in 4-H?

Say something like:

1. We are closing with a group poem. The way it works is you type in a short response to my question and share it. Since this is fast, it is ok and expected there will be spelling errors. This is ok.

Graffiti Wall

Time: 1-5 minutes.

Purpose: To allow members to share their learning in written or artistic form using the annotate function or paper.

Preparation: Youth have paper and markers ready.

Say something like:

1. We will create a graffiti wall that shows others what happened during this meeting. It can be things you learned, something you thought, or whatever comes to mind.
2. You can draw a picture or make artistic words.
3. I will give a 30-second warning. We can then see what we created.

Adjourn

Time: 2 minutes

Objective and Essential Elements: Close on a positive note, and end the meeting building the essential element of belonging.

About this Section: This is where the facilitator gets the last word to sum up the meeting. You can talk about how: you appreciated the youth exhibiting a good zoom behavior and how you enjoyed the group participation, life skills you observed youth learning, how you are looking forward to skills the youth will practice between meetings, or what is special about this group.

Say something like:

1. I appreciated _____ during the meeting.
2. I appreciate that we are getting better at _____ on zoom.
3. I appreciated during the meeting _____ when everyone was talking.
4. I am excited you will get a chance to practice _____ till the next meeting.
5. I appreciate _____ about you all.

Post-meeting Game and Chatting

Time: 15-30 minutes

Objective and Essential Elements: The essential elements can all occur here. It just depends on what the youth do.

About this Section: This section is flexible. You do need to have an adult on to monitor and offer any support needed, as a co-host.

Preparation: You decide what you will suggest youth focus on but be flexible.

Post-meeting question and answer time

Just be a time for youth to talk, play a game, and interact

A time for those interested in community service ideas to talk?

A time for new members to ask the older youth questions or give project advice.

Word search app on the shared screen for the group to solve.

A puppy Cam on a shared screen or some other animal-related to project.

A bad joke contest (appropriate), and they can be related to projects.

Pictionary

Say something like:

1. During the post-meeting, we will start off doing _____.
2. We will also have time to chat.
3. _____ will be on the zoom to help and end the post-meeting time.

Closing: When time is up, or youth are leaving, thank them and let them know looking forward to next time.