



Plymouth County Extension  
4-H Youth Development Program  
44 Obery Street  
Plymouth, Ma, 02360



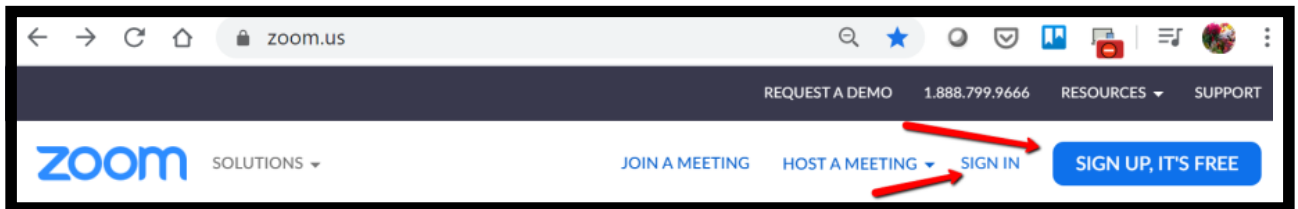
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## Hosting Your Own 40 Minute Virtual 4-H Meeting Using Zoom

1. Create your personal Zoom account by going to [zoom.us](https://zoom.us). Once you sign up, you'll receive an email to authenticate your account.



2. Then sign in

Sign In

Email address  
lbeverage@gsema.org

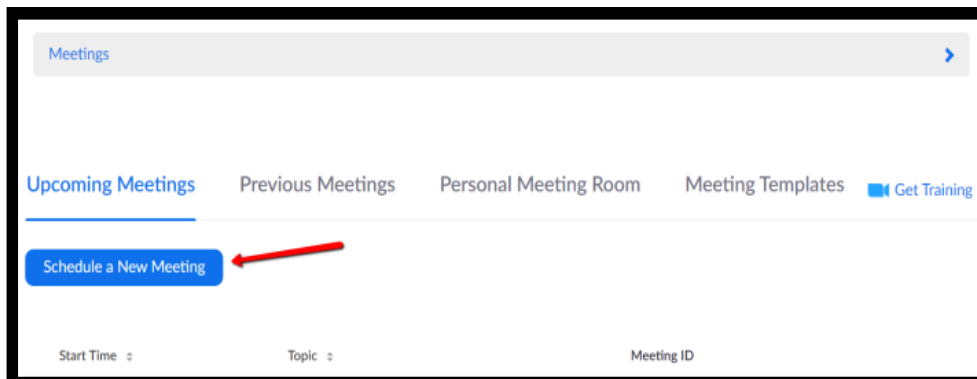
Your username should be your email address.

Password  
.....

Sign In

[Forgot password?](#)  Stay signed in

3. You'll land on your page for scheduling and launching your virtual meeting.



4. **Schedule meetings using the schedule tool.** Name your meeting and add the date, time and duration. (For your meeting to remain free, it needs to be 40 minutes or less. If you schedule your club meeting time for 30 minutes, you can use 5 minutes before to get ready and 5 at the end for those few last minute comments before you close up.)

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Set up recurring meetings here.  Recurring meeting

Meeting ID  Generate Automatically  Personal Meeting ID 332-294-5936

Require meeting password

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

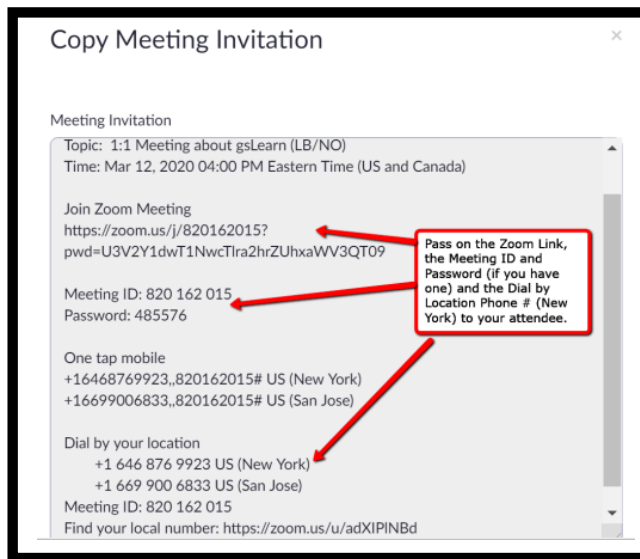
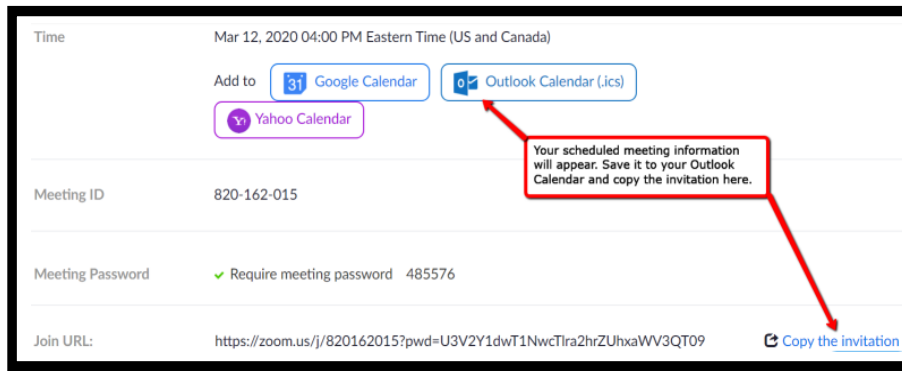
Meeting Options  Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer



5. **Send the Zoom Meeting Link to your club members.** They can join zoom with desktop,

laptop, tablet, or smartphone. If they don't have audio/microphone capabilities, they can dial in via phone and watch on another device. Cameras are not a must, but they are great to have and make the experience more engaging and fun.

Once three (or more) people are there, the clock on your 40 minutes begins to tick. So before your meeting starts, be sure that there are not more than you and one other person, (maximum) in the space. You can always reset your time by having an everyone leave the room and then reenter.

## What Can You Do in a Virtual Meeting?

While you don't need to use meeting time for snack or clean up, you can still do some or all of the other parts of a traditional meeting.

**The Arrival Activity:** (5 minutes) Consider having a WELCOME QUESTION on the screen for the 4-H'ers to answer either in the chat box or on screen if you enable the annotation tool.

**Pledge:** (5 minutes) Say the 4-H pledge and doing the Pledge of Allegiance. Whatever you'd normally do at the start of your club meeting ... do it!

**Business:** (3 minutes) You can share any news and agenda here.

**Your Activity:** (12 minutes) This is a great time to work on logging 4-H records! Think about what you can send the members the day before or the morning of the meeting so that they can come in prepared to interact. That helps you make the most of your time.

Here are some specific ideas to get started:

- **Get silly:** Play charades, Taboo, or Pictionary. Have a scavenger hunt for silly items that might be around the house or outside.
- **Get the wiggles out:** Do yoga or have a dance party together.
- **Demonstrate a grooming/training technique:** Offer resources for the members to practice at home.
- **Get artistic:** Work on posters for Fairs, club displays for display week in the fall, plan your banner for the contest at the fair. So much can be done virtually.
- **Explore STEM:** Share favorite recipes and send them out for others to try. Create a cookbook. Have a Top Chef Challenge. Share science experiments.
- **Learn more about each other:** Share best and worst things that happened today. Support one another.
- **For older members:** Create your own demonstration videos.

Remember: You can screen share, so anything that you can put on your screen can be shared – like videos, pictures, and more.

**Closing:** (5minutes) plan next meeting date and remember to ask the youth for input on meeting ideas.

Remember: Personal Zoom accounts have a 40-minute meeting limit. If you have a larger club and need a longer meeting time, you may want to hold two meetings for specific needs of the club.