

Franklin County 4-H Virtual Club Meeting Help Sheet

What's happens at a virtual club meeting?

The elements of a virtual club meeting are very similar to an in-person club meeting. All four of the main components should be addressed in every virtual meeting.

• Pre-Meeting Activities

- As members are joining the virtual meeting, keep the atmosphere upbeat and welcoming. This could include playing fun music or assigning an advisor or older member the role of greeter.

• Business Meeting

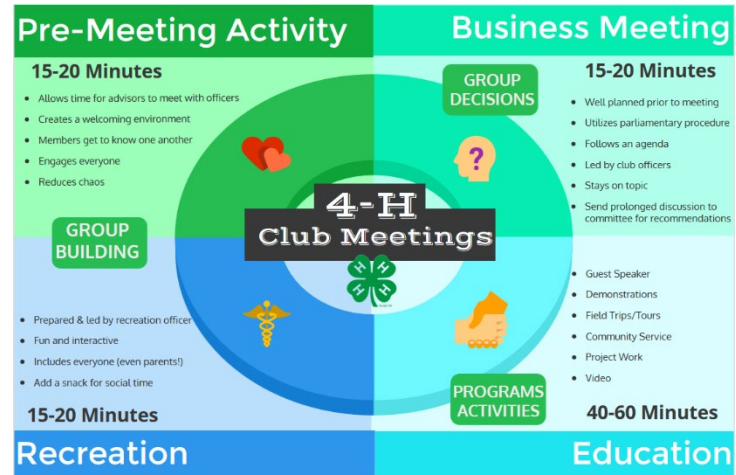
- Keep the business portion as short as possible to maintain member engagement and avoid boredom. If important decisions need to be made, use the breakout rooms or have committees meet at separate times.

• Education

- Try to keep the education portion inclusive so that members can participate. Things like guest speakers, virtual field trips, and project demonstrations are encouraged.

• Recreation

- This is portion of your virtual meeting is arguably the most important part. Members need the opportunity to socialize and take part in fun activities. This will help ensure they will remain interested in club activities.



Task-Oriented Programs for Committee Work

- **Slack** is a free collaboration program that divides work into channels, allows for video calls and instant messaging. It is available on laptop/desktop computers and mobile devices. Find it at: [Slack.com](https://slack.com)
- **Trello** is a free collaboration program available on laptop/desktop computers and any mobile device. Find it at [Trello.com](https://trello.com)
- **Google Drive** can be used collaboratively by sharing files between members. A Gmail account is required. Find it at [Drive.Google.com](https://drive.google.com)

go.osu.edu/meetingsmatter



Virtual Recreation Resources

Mentimeter [mentimeter.com](https://www.mentimeter.com) (requires a second device)

- An easy-to-use presentation software used to create fun and interactive presentations. This tool engage participants in word clouds, quizzes, and contests. Along with recreation, clubs can use this tool to vote on things such as t-shirt design or colors.



Kahoot! [kahoot.com](https://www.kahoot.com) (requires a second device)

- Kahoot! is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes. Clubs can use Kahoot! to vote on club decisions or play a trivia game amongst members.

Jeopardy [jeopardylabs.com](https://www.jeopardylabs.com)

- Jeopardy Labs allows you to create a customized jeopardy template. The games you make can be played online from anywhere in the world. Building your own jeopardy template is easy. Just use the simple editor to get your game up and running.



Escape Rooms

- An easy-to-use google survey that your club members can work through together. There are several options that are available free, follow the links below.

- [Harry Potter](#)
- [Greek Mythology](#)
- [Space](#)
- [Animal](#)



Family Feud [Download Family Feud](#)

- An easy to edit PowerPoint presentation that can be played in multiple different ways to encourage members engagement. Just follow the link above to download the presentation.

