<u>Host Site Facilitator's Logistics Guide</u>

TO: Host Site Facilitator

Welcome to the 2017 National 4-H Volunteer e-Forum, **"#4HGrows Through Volunteers**". Thank you for choosing to host this event on behalf of 4-H Volunteers and Extension Staff in your area. We appreciate your time and efforts with helping us make this training opportunity a successful one for all of the participants! This guide provides you with details regarding the **logistics** of hosting an e-Forum session.

The 2017 National 4-H Volunteer e-Forum will include three (3) sessions, held on the first Thursday of the month, October - December. Each session will be held from 7:00 – 8:30 p.m. (Eastern Time Zone). Please adjust this time accordingly for your time zone.

Please note that we encourage you to pre-register your site (see instructions below) in order to allow us to more easily communicate with you in the event of any last-minute changes.

Below is the schedule for the e-Forum sessions:

Cultivating an Environment for Growing True Leaders
- Thursday, October 5, 2017

"STEM"ming into Animal Science, Growing True leaders
- Thursday, November 2, 2017

Helping 4-H'ers Grow in Life & Work
- Thursday, December 7, 2017

The live broadcast for each session is scheduled to last for 90 minutes. We recommend that you begin the on-site session 30 minutes earlier to allow for some introductions and on-site activities.

This Facilitator's Logistics Guide is designed to help you effectively prepare for the Webinar which will be delivered through the ON24 technology platform. A separate **Facilitator's Lesson Plan** for each session will help you to facilitate some local discussion and activities throughout each session. Based on results from previous e-Forum sessions, interaction among the participants at your site will be a very valuable part of the e-Forum. Please familiarize yourself with the information in both the **Facilitator's Logistics Guide** (this document) and the **Facilitator's Lesson Plan** (provided separately) prior to each session and prepare any needed supplies to distribute to your participants.

Here are some helpful tips as you prepare to host an e-Forum session:

Pre-register your site to host

- To **register your site for a National 4-H Volunteer e-Forum session**, please visit the link for each session shown below:

    - **October 5 -**
      http://event.on24.com/wcc/r/1272617/53002394F73BB6C95E8E75A7339607DD

- o **November 2 -**
  http://event.on24.com/wcc/r/1272620/6ED73C3EB25EA4225FFDA41D203663B3

- o **December 7 -**
  http://event.on24.com/wcc/r/1272623/9FC96963FB8EDF6A2AF4F1FF1D8691F1

- Once connected to this site, you'll see this screen:

Overview

Title: 2017 National 4-H Volunteer e-Forum - #4HGrowsHere Through Volunteers (October)

Date: Thursday, October 05, 2017

Time: 06:45 PM Eastern Daylight Time

Duration: 1 hour, 30 minutes

Register Now   Already Registered?

First Name*

Last Name*

Email*

State*

Country*

United States

Expected Number of Participants*

*Denotes required.

REGISTER

You must have Javascript and Cookies enabled to access this webcast. Click here for Help.

Answer each of the questions, then click on the "REGISTER" button. Please note that there is no charge to register your site.

You'll then see additional information about the session:

Overview

Title: 2017 National 4-H Volunteer e-Forum - #4HGrowsHere Through Volunteers (October)

Date: Thursday, October 05, 2017

Time: 06:45 PM Eastern Daylight Time

Duration: 1 hour, 30 minutes

Attend

This presentation will begin on Thursday, October 05, 2017 at 06:45 PM Eastern Daylight Time.

Audience members may arrive 15 minutes in advance of this time.

Test Your System

Help

Download Flash Player

Add this event to your calendar

Click on "Test Your System" to be sure that your equipment is compatible with the ON24 platform. Click on the "Help" link to see an Event Help Guide, including some Frequently Asked Questions related to troubleshooting your system. Click on the Calendar icon to add the event to your calendar.

Once you complete the registration, you'll receive an e-mail thanking you for registering and providing you with additional information for the e-Forum session. Keep this information for your records.

Prepare your site to host

- Participate in the **Host Site Training Webinar** on **Wednesday, September 20, 2:00-3:00 p.m. Eastern**. The url for the webinar is: https://event.on24.com/wcc/r/1466638/3415904204A3A00D842C8727A0AD7716

  This webinar will provide further tips on successfully hosting an e-Forum session and will allow you to test your technology prior to the session (an extremely important key!) You should plan to use the equipment during the training webinar that you will also use to view the live e-Forum session to be sure it is working properly. A recording of this session will be available at the e-

Forum Web site: http://4-h.org/professionals/professional-development/volunteer-development/#!4h-volunteer-e-forum.

- Download and review the "e-Forum Action Plan" document from the website: http://4-h.org/professionals/professional-development/volunteer-development/#!4h-volunteer-e-forum. This document provides some recommended practices to ensure you are ready to host an effective e-Forum!

- It's always good practice to have the PowerPoint slides, Facilitator's Logistics Guide, Facilitator's Lesson Plan, and other resource files for each session downloaded ahead of time. In the event that there are unforeseen technological issues during the session that interrupt the live broadcast, you will then be prepared to present the material to the participants at your site. The materials for the session will be posted on the 4-h.org Website at: http://4-h.org/professionals/professional-development/volunteer-development/#!4h-volunteer-e-forum.

- **10-15 minutes before the session** is scheduled to begin, connect to the online presentation room. Note that there is a separate url for each of the monthly sessions:

  - **October 5 -** http://event.on24.com/wcc/r/1272617/53002394F73BB6C95E8E75A7339607DD

  - **November 2 -** http://event.on24.com/wcc/r/1272620/6ED73C3EB25EA4225FFDA41D203663B3

  - **December 7 -** http://event.on24.com/wcc/r/1272623/9FC96963FB8EDF6A2AF4F1FF1D8691F1

Download resources for the session

- The National 4-H Volunteer e-Forum resources are available at the 4-h.org website. When first visiting this site, each person will need to create a profile to login. Here are the steps to follow:

  - Go to the home page at: http://4-h.org/
  - Log in to access the resource with your e-mail address and password. (NOTE: the first time you visit this site, you'll be able create your account.)
  - Click on the 4-H Professionals tab (top row), and then the Professional and Volunteer Development tab from the left column.
  - On the next page, click on the "Learn More" button under the Volunteer Development heading.
  - You'll then see a "4-H Volunteer e-Forum" tab near the middle of the page on the right side. Click on this tab to see the resources that have been uploaded for your use.
- **Additional resources** that will be referenced during the session are available for volunteers to download following the session at the 4-h.org Website: http://4-h.org/professionals/professional-development/volunteer-development/#!4h-volunteer-e-forum. This site will also have a link to a recording of the session.

- Please encourage participants to provide their feedback regarding the e-Forum by completing the Qualtrics **participant evaluation instrument.** The survey will allow participants to comment on the quality and content of each of the e-Forum sessions and provide input on future volunteer training opportunities. There is a separate link for each session as shown below. Participants can complete these at the session on a laptop provided by the host site, or on their smart phone or tablet. Or you can send the link with them to complete the survey at home.

  - Cultivating an Environment for Growing True Leaders (October 5): http://tinyurl.com/2017Oct-e-forum

  - "STEM"ming Into Animal Science, Growing True Leaders (November 2): http://tinyurl.com/2017Nov-e-forum

  - Helping 4-H'ers Grow In Life & Work (December 7): http://tinyurl.com/2017Dec-e-forum

- As host site facilitator, please complete a separate Qualtrics **facilitator evaluation instrument** designed to capture the demographics of the participants at your site. The same link works for each of the three sessions: http://tinyurl.com/2017-e-forum-demo

- Please enter evaluation data from your participants into the respective Qualtrics instrument within one week of the e-Forum session.

Share information about the e-Forum with Youth and Adult Volunteers via Social Media.

Visit the National 4-H Volunteer e-Forum social media sites to learn more about the e-Forum and to share that information on your own sites and with youth and adult volunteers!

Facebook: https://www.facebook.com/4HeForum/

Twitter: 4Heforum

Instagram: 4heforum

Follow along and post using: #4HeForum; #4HGrows

Thank you for your interest and participation!

Sincerely,

National 4-H Volunteer e-Forum Steering Committee

National 4-H Volunteer E-Forum Overview

Purpose of a National 4-H Volunteer e-Forum

The National 4-H Volunteer e-Forum will incorporate the knowledge, experiences, and resources of the national 4-H system to offer consistent, in depth, relevant training for 4-H Volunteers across the country.

Introduction/Rationale/Justification – a national e-Forum will assist in the following ways:

- States with shrinking resources will participate and tap into expertise of other states.
- Best practices and models to effectively deliver volunteer training will be utilized.
- The need for individual states to "reinvent the wheel" will be reduced.
- Accessible to many more volunteers and many more will benefit.

Outcomes for Volunteers

4-H Volunteers will implement the best practices of positive youth development, enhancing their ability to interact effectively with youth.

1. Volunteers will recognize and understand that they are an important part of the bigger picture within the national 4-H program.
2. Volunteers will network with and learn from peers, in face-to-face and virtual environments.
3. Volunteers will participate in a national training which requires a minimal cost and time commitment.
4. Volunteers will gain new knowledge and have access to resources (e.g, recorded webinars, fact sheets, lesson plans, etc.).

Outcomes for the National 4-H System

The national 4-H system will develop a better-trained corps of volunteers, thus enhancing the experience of 4-H members throughout the country.

1. The 4-H system will utilize appropriate technology to engage a wide range of volunteers.
2. The 4-H system will collaborate to bring resources and expertise to deliver a cost effective and impactful national 4-H volunteer training.
3. The 4-H system will enhance existing volunteer training experiences.
4. The 4-H system will offer uniform training opportunities to 4-H Volunteers across the country.
5. The 4-H system will provide the mechanism by which ongoing, durable resources will be made accessible to 4-H Volunteers.

Target Audience

The target audience for the National 4-H Volunteer e-Forum includes approved 4-H volunteers who work with youth primarily in club or project/subject matter-based 4-H Youth Development Programs. Participants may include any and all levels of service tenure with the 4-H program. Youth volunteers are also invited to participate. A secondary audience includes the 4-H Extension staff members who work with the volunteers to implement a successful 4-H program for the members. There are no prerequisites for this program.

e-Forum Format and Structure

The National 4-H Volunteer e-Forum will include three (3) sessions of 90 minutes each. We encourage host sites to invite volunteers to arrive 30 minutes ahead of the scheduled program so that host site facilitators can lead introductory activities or icebreakers prior to the start of the live program. The sessions are scheduled as follows:

October 5, 2017 – 7:00-8:30 PM (ET)
Cultivating an Environment for Growing True Leaders
Creating an environment where 4-H members feel safe as they grow and develop leadership skills means having volunteers who understand the basics of positive youth development. This session will feature ideas and activities that help foster life skill development by focusing on strategies for more effective club interactions. Participants will learn about the Essential Elements of 4-H and the 5 C's of positive youth development, so join us to set the stage for more successful club meetings!

Design team: Dean Aakre, North Dakota State University; Rose Garritano, University of Vermont; Jeremy Johnson, Virginia Tech University; Eric Larsen, Washington State University; Sarah Maass, Kansas State University; Pat McGlaughlin, University of Illinois; Jolynn Miller, University of California; Jennifer Weichel, Michigan State University
Steering Committee Liaison: Harriett Edwards, North Carolina State University

November 2, 2017 – 7:00-8:30 PM (ET)
"STEM"ming into Animal Science, Growing True Leaders
Build on the roots of 4-H as we STEM our way into agriculture and animal science for experienced and new 4-H'ers. Gain resources to incorporate Science, Technology, Engineering, and Math (STEM) leaders through traditional animal sciences project areas in communities. Volunteers will gain ideas for planning and organizing fun, educational sessions for youth.

Design team: Joel DeRouchey, Kansas State University; Aaron Fisher, Purdue University; Lexie Hayes, Kansas State University; Kerri Hobbs, University of Georgia; Stacey MacArthur, Utah State University; Jamie Morris, University of Maryland; Pam Van Horn, Kansas State University
Steering Committee Liaison: Jen Lobley, University of Maine

December 7, 2017 – 7:00-8:30 PM (ET)
Helping 4-H'ers Grow in Life & Work
In 4-H, all youth can explore their future. Club meetings, events, camps, and after-school programs are places to develop life skills and expand their interests through 4-H. During this session volunteers will share ideas, receive resources, and see a variety of successful programs that help youth focus on life-long learning, workforce readiness, and career exploration. Caring adults can help all young people make decisions and create their own positive future.

Design team: Alvarez Dixon, University of Illinois; Jason Hausler, University of Wisconsin; Marilyn Lesmeister, Oregon State University; Mario Magana, Oregon State University; Mitch Mason, University of Maine
Steering Committee Liaison: Marilyn Lesmeister, Oregon State University

Each session will be delivered to host sites online via the ON24 technology platform, hosted by the National 4-H Council. 4-H Adult and Youth Volunteers will be invited to attend the live sessions at a host site sponsored by a local 4-H program. 4-H Extension Professionals and/or 4-H Volunteers will serve as host site facilitators and lead local discussions and activities with the 4-H Volunteers. Instructions to connect to the program are included on p. 2-3 of this Guide.

Relevant resources will be provided to the 4-H Volunteers at each host site for each session. Additional supplemental resources for e-Forum participants to access will be posted on the 4-h.org Website: http://4-h.org/professionals/professional-development/volunteer-development/#!4h-volunteer-e-forum. .

Please refer to the **Host Site Facilitator's Lesson Plan** for specific information related to the session you are hosting.

Thank you, Host Site Facilitators, for your assistance with the 2017 National 4-H Volunteer e-Forum!!