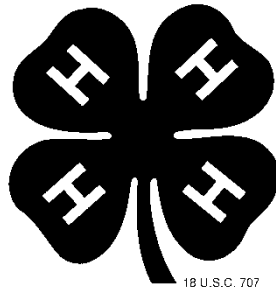


Host Site Facilitator's Guide

2013-2014 North Central Region 4-H Volunteer e-Forum

Using Technology to Enhance your 4-H Experience

Tuesday, January 14, 2014,
8-9:30 p.m. (ET) (local activities begin at 7:30)



**JOIN  THE
REVOLUTION
OF RESPONSIBILITY**

TO: Host Site Facilitators

Welcome to the 2013-2014 North Central Region 4-H Volunteer e-Forum! 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!

The 2013-2014 e-Forum will take place on four separate evenings: **Monday, November 18, 2013; Tuesday, December 3, 2013; Tuesday, January 14, 2014; and Monday, February 3, 2014.** The live broadcast for each session will begin at **8:00 p.m. ET** (7:00 p.m. CT and 6:00 p.m. MT), and is scheduled to last for 90 minutes. We recommend that you begin the session 30 minutes earlier to allow for some introductions and on-site activities.

This Facilitator's Guide is designed to help you effectively prepare for the Webinar which will be delivered through Adobe Connect and then to facilitate some local discussion and activities throughout the 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 this Guide prior to the session and prepare any needed supplies to distribute to your participants.

Here are some helpful tips as you prepare to host this program:

- To **register your site for the e-Forum session**, please visit: <http://www.uwex.edu/ces/4h/ncrvd/eForum2013.cfm>. Click on the link for the session you wish to host and then click the "Register Online" button from the Michigan State University page. You will receive a confirmation once your site is registered. Note that you'll receive an invoice with a \$0 balance...there is no charge to register your site for the e-Forum sessions.
- At least **24-48 hours before the session**, test the settings/ software on the computer you will use for the sessions. Make sure that you are able to access the presentation. To test your computer's settings, visit https://connect.msu.edu/common/help/en/support/meeting_test.htm.
- If you have any **technical difficulties** with downloading or installing the Adobe Connect plug-in, please call the Michigan State University library help desk at **1-800-500-1554** and let them know.
- **10-15 minutes before the session** is scheduled to begin, connect to the online presentation room at: <https://connect.msu.edu/cyi>.
- If you have any **technical difficulties** with viewing the presentation during the session, contact technical support at **1-800-500-1554**.

- **Additional resources** that will be referenced during the session are available for volunteers to download following the session at the North Central Region Volunteer e-Forum 2013-14 Web site: <http://www.uwex.edu/ces/4h/ncrvd/eForum2013.cfm>. This site will also have a link to a recording of the session. Additionally, the recordings will be housed long term at learn.extension.org.

Thank you for your interest and participation!

Sincerely,

North Central Region 4-H Volunteer Specialists

General e-Forum Overview

Purpose of e-Forum

The North Central Region 4-H Volunteer e-Forum enables 4-H Volunteers to learn from and interact with experts and peers across the 12-state North Central Region and beyond! Volunteers will then utilize lessons learned from the e-Forum with 4-H members throughout the 4-H program year.

The e-Forum format will utilize technology to reach volunteers who may be unable to attend face-to-face training sessions. Opportunities will be included in the e-Forum sessions for volunteers to interact with one another during facilitated on-site instruction and via online chat with volunteer audiences across the region.

Target Audience

The target audience for the North Central Region 4-H Volunteer e-Forum includes approved 4-H volunteers who work with youth primarily in club or project-based 4-H Youth Development Programs. Participants may include any and all levels of service tenure with the 4-H program. 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.

Overall e-Forum Objectives

At the conclusion of the North Central Region 4-H Volunteer e-Forum series, each participant will be able to:

1. Identify at least one way to use techniques obtained from the e-Forum sessions in support of their service to the 4-H program.
2. Develop strategies to effectively utilize 4-H parents as a part of their 4-H programming efforts.
3. Discover proven methods to effectively engage teens and older youth in 4-H programs.
4. Explore technologies that will support better communication with 4-H members and enhance learning outcomes in 4-H projects.
5. Discover methods to reinforce simple science concepts using traditional 4-H projects.

e-Forum Format and Structure

The North Central Region 4-H Volunteer e-Forum will be taught in four sessions of 90 minutes each, from 8:00-9:30 p.m. Eastern (7:00-8:30 Central, 6:00-7:30 Mountain). 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:

Session 1: Monday, November 18, 2013 – You’ve Got 4-H Parents! Now What??

- Presented by: Pat McGlaughlin, University of Illinois; Steve McKinley, Purdue University; Sheri Seibold, University of Illinois; Mary Jo Williams, University of Missouri
- Parents play a critical role in deciding the organizations in which their children will participate. The experience the family has in 4-H during their first year is important for long-term participation. This session will help volunteers explore a variety of strategies to increase positive parental support of local 4-H programs. As a result, parents will stay connected with their own children, recognize mutual expectations and responsibilities between parents and volunteers, and become caring adults for other youth.

Session 2: Tuesday, December 3, 2013 – Engaging Teens/Older 4-H Youth

- Presented by: Becky Harrington, University of Minnesota; Kandi O’Neill, University of Wisconsin; Brenda Shafer, University of Minnesota; Rachelle Vetter, North Dakota State University
- Research has clearly shown that quality youth programs, those proven most effective and rated highly by young people themselves, are masterful at engaging youth at the highest level in planning, making choices, and reflecting on their learning. Attention to making youth programs fun, interesting, welcoming and encouraging to young people in our 4-H Youth Development programs is important but not enough. This session, co-developed and delivered by youth, will provide insight, tools and resources volunteers can use to more effectively engage and meet the needs of teen members, a common challenge in youth programs.

Session 3: Tuesday, January 14, 2014 – Using Technology to Enhance Your 4-H Experience

- Presented by: Rod Buchele, Kansas State University; Molly Frendo, Michigan State University; Mark Light, The Ohio State University; Kari Robideau, University of Minnesota
- Technology can be a great tool to support better communication and learning with 4-H participants. However, keeping up with the latest trends and changes can be challenging and overwhelming. This session will share some easy ways that technology can help 4-H leaders be better connected with youth participants. It will also briefly explore ideas on integrating technology into 4-H projects to enhance the life skill development and 21st century skills of young people.

Session 4: Monday, February 3, 2014 – Exploring the Science of 4-H Projects

- Presented by: Cathy Johnston, University of Nebraska; Bonnie Malone, The Ohio State University; Dixie Sandborn, Michigan State University; Vicki Schwartz, The Ohio State University
- Does the idea of emphasizing science in 4-H make you sweat? It doesn't have to be scary. Discover methods to reinforce simple science concepts using traditional 4-H projects. You will take home ready-to-go activities that incorporate science concepts across the curriculum areas.

Each session will be delivered to host sites online via Adobe Connect, originated and hosted by Michigan State University Extension. 4-H Volunteers will be invited to attend the live sessions at a host site sponsored by a local 4-H program. 4-H Extension Professionals will serve as host site facilitators and lead local discussions and activities with the 4-H Volunteers. Instructions to connect to the Adobe Connect program are included on p. 2 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 North Central Region Volunteer e-Forum 2013-2014 Web site:

<http://www.uwex.edu/ces/4h/ncrvd/eForum2013.cfm>.

A paper evaluation done on-site will allow participants to comment on the quality and content of each of the e-Forum sessions, provide input on future volunteer training opportunities, and better capture all participants' feedback immediately following each session. By using a paper evaluation done on site, we will ensure a greater response rate for the survey. The paper evaluation form will be made available for facilitators to download on the North Central Region Volunteer e-Forum website: <http://www.uwex.edu/ces/4h/ncrvd/eForum2013.cfm>. Please plan to print enough copies of the form for each participant.

Three additional questions will be asked in chat boxes near the end of the session to provide additional feedback from participants. You or the participants may type their responses into the respective chat boxes during the time allowed for the evaluations to be completed.

Facilitators should compile total numbers for all of the paper evaluation forms and enter them into the Survey Monkey link at <https://www.surveymonkey.com/s/793H7BX> after each session. Please input your site's data within two weeks of the session.

Welcome to Session 3 of the North Central Region Volunteer e-Forum!

The title of this e-Forum session is *"Using Technology to Enhance your 4-H Experience"* and includes the following presenters:

- Rod Buchele, Kansas State University
- Molly Frendo, Michigan State University
- Mark Light, Ohio State University
- Kari Robideau, University of Minnesota

Session Description:

· Technology can be a great tool to support better communication and learning with 4-H participants. However, keeping up with the latest trends and changes can be challenging and overwhelming. This session will share some easy ways that technology can help 4-H leaders be better connected with youth participants. It will also briefly explore ideas on integrating technology into 4-H projects to enhance the life skill development and 21st century skills of young people.

Supply List

The following supplies will be needed at your host site for this session

Host Site Facilitators: remember to test your equipment and connections prior to the session according to the instructions provided on p. 2.

General Supplies

- LCD Projector
- Laptop/Personal Computer (that is no more than 2-3 years old)
- Speakers for audio
- Internet connection (wired, high-speed network connection preferred)
- Extension cord/power strip
- Separate laptop with Internet connection for participants to complete the online survey at the end of the program (optional)
- Registration sheet to record attendance
- Name tag for each person
- Writing utensils (pencils or pens)
- Refreshments (optional)

Supplies for Evaluation

- Copy of evaluation for each person

Host site facilitators: the following activity is designed to be led PRIOR TO THE START OF THE e-FORUM.

On-site welcome activity –

15 minutes (plan to conclude this activity by 7:55 p.m.)

Supplies:

- Name tag for each person
- Pen or pencil for each person
- As you get settled for tonight's e-Forum, please take a few minutes to answer in small groups the following questions.

1) What is your favorite technology and why?

2) What's the last thing you posted on social media? If you were to post right now, what would you say?

Host site facilitators: a few minutes before 8:00 p.m. (ET), please help the group to find their seats and get ready for the start of the e-Forum.

Welcome to the 2013-2014 North Central Region 4-H Volunteer e-Forum (Slide 1)

Congratulations to Salute to Excellence Award Winners (Slides 2-3)

Volunteer of the Year – National and Regional Winner

- Lisa Pfannensteil-Garrison, Kansas
- Club leaders usually try to manage or run a 4-H club program. Lisa saw from the beginning the strength in empowering youth to run their own program. She is a wonderful mentor who inspires children to find their own strengths. Lisa embodies many names: she is mother, wife, humanitarian, 4-H mom, co-leader, mentor, partner, community volunteer, manager, and most importantly, friend.
 - Outstanding Lifetime Volunteer – National and Regional Winner
- Mildred Waldren, Kansas
- Ask any 4-H member in Greeley County to describe 4-H in one word, it would be “Mildred”. She has given 4-H members the opportunity to master a new craft, solve ANY sewing problem, meet any parliamentary procedure challenge and learn to make wise decisions and choices for more than 60 years. Her knowledge (HEAD), her compassion (HEART), and her willingness to serve (HANDS) have helped make a stronger (HEALTH) 4-H program and she continues to Make the BEST even BETTER!

Tonight’s e-Forum Program (Slide 4)

Presenters

- Rod Buchele, Kansas State University
- Molly Frendo, Michigan State University
- Mark Light, The Ohio State University
- Kari Robideau, University of Minnesota

• Recap of ice breaker activity

Session Objectives (Slide 5)

The objectives that we will discuss tonight include:

- Why should you consider using technology in your 4-H volunteer role?
- How do you select the right tool for the job?
- What are the risks of incorporating more technology, particularly social media, into your volunteer role with 4-H?
- What are some possible ideas for integrating technology into your 4-H programming?

Why Should You Consider Using Technology (Slide 6)

As we get started tonight, let’s begin with a brainstorming session about why, as volunteers, you might want to consider integrating more technology into your 4-H club experience. We will put up four chat pods and give you about 5-7 minutes to brainstorm as a group. Think about the following four aspects – what are the youth development benefits to using more technology in

your club? What are the financial benefits? How could technology help you as you plan your programs? What are any other areas you might think of that don't fit?

Facilitators: Depending on the size of your group, you may want to break them up into small groups and have them talk about just one aspect of technology integration. Then make sure they report their findings in the appropriate chat pod.

The Benefits of Using Technology (Slide 7)

There are so many benefits to using technology to enhance your 4-H experience. Of course, there are some risks, which we will talk about here in a minute – but the majority of this session will focus on why and how you might want to consider using more technology in your 4-H club. As volunteers, your role is to help young people contribute positively to their clubs, their community, their country, and their world. Increasingly, we live in a global society that is connected by technology. This global society requires our young people to have a kind of literacy that many of us weren't necessarily expected to have growing up – technology and digital literacy. When we consciously expose our young people to technology and give them an opportunity to learn about its risks and rewards in a safe environment, we are helping them to develop those critical 21st century skills that will be so important as they enter the next phase of their lives.

Technology and Risk Management (Slide 8)

One of the most frequent concerns that volunteers have related to their use of technology in 4-H programs is that they are concerned about the possible risks outweighing the benefits. While that is a very valid concern, there are a variety of resources that are available to you to help you better navigate technology in order to minimize the danger.

First and foremost, know your state's social media policy or guidelines. It's not possible for us to give one comprehensive guideline because the rules vary from state to state. However, the majority of the states in the North Central region have social media guidelines or policies. If you're not sure if your state does, contact your local 4-H program coordinator and he or she can work with your state's volunteer specialist or communications staff to determine what the rules are in your state. Your behavior, online or off, should fall within the code of conduct you signed as a 4-H volunteer – and the same is true for the young people in your program. If behavior is unbecoming of a 4-H member or leader in a face-to-face setting, it is also unbecoming in an online setting.

Setting and maintaining good boundaries is important for volunteers in all settings – but this is especially true in a social media environment like Facebook that can bring together circles of people in a volunteer's life who might not otherwise interact with each other. We'll go more in depth into this in a second.

Finally, individuals need to understand their digital footprint. A digital footprint is the trail of data left by the interactions and actions of people in a digital environment. It includes things like television, mobile technologies, and the Internet. We'll also cover this more in a few slides to help you understand how to control your digital footprint.

Boundaries (Slide 9)

Boundaries that are normally distinct are very easily blurred in a virtual world. Many people are used to operating in an environment where their personal, professional, and volunteer lives are separate and what they do privately is less likely to impact their public life. Social networking has the potential to bring formerly separate worlds into one place – which can have both

positive and negative ramifications. It is important for individuals to consider the pros and cons of connecting their different networks. Though the overlapping “virtual” section is small, its scope and reach can be quite large and have a lasting impact.

Let’s consider adult volunteers and youth participants in 4-H programs. There is a power dynamic between young people and adults because the adult is responsible for the well being of the young person. Obviously, if a 4-H leader sees on a youth’s page that the youth is in danger of harming themselves or others it should be reported to the proper authorities. However, there are areas of gray that exist – what is the volunteer’s role in reporting things like school absences, foul language, substance use, or indication of sexual activity, particularly if these are things shared between the youth and his or her peers and not in the context of the program? If the leader shares concerns, how does this impact the relationship? Also consider that the leader is seen as a role model. What will the youth see on the leaders page? Are there questionable pictures? Interests? Comments that are not meant for young people’s eyes?

Benefits of Social Media (Slide 10)

Given some of the difficulties, you may wonder why you would allow or encourage social networking within your program. First, volunteers may feel more connected to the program if they are connected to other volunteers, staff or youth. Connected volunteers are more likely to remain with the program. Additionally, youth utilize social networking more than they use email. It may be easier to communicate with a young person if you are connected through social media.

Social media provides an opportunity to share information quickly through the use of status statements and messages. Social networks can quickly spread the word about a change in venue or a cancellation of an event or activity. It can also be used to build excitement around a fundraising campaign.

Finally, a program page or group page may connect board members and youth or volunteers and parents. These connections can increase the feeling of belonging for everyone.

Drawbacks of Social Media: (Slide 11)

Social networking can blur boundaries. Let’s review some of the potential cons involved with social networking within youth programs.

First, youth who are “friends” with program staff or volunteers may see information, language or pictures that are not appropriate for them to see because of the nature of their relationship. Youth might glean information about the adult’s life that would usually remain private. For instance, youth might see an address, get information about their volunteer’s family, or see pictures of an event that a volunteer attended.

Similarly, adults who friend youth may see things on the young person’s profile that are questionable in nature. Questions come up regarding what needs to be reported to the program and to parents. Reporting on these things may cause the youth to lose trust in the volunteer.

Another sticky situation can occur when program staff become Facebook “friends” with volunteers. Either party in this situation may see information or pictures that are inappropriate considering the professional nature of the relationship.

Finally, if a person in a position of authority asks someone else to be “friends” it can create an uncomfortable situation. It is difficult to say no to an authority figure, yet many youth (and adults) choose to use social networking to connect with friends and they are not interested in modifying their use of this technology to include their professional network.

Things to Consider with Social Media (Slide 12)

As you navigate your personal use of social networks, consider these questions:

- Who is going to see your profile? What you share will vary depending on who you will friend. The term ‘friend’ on Facebook can mistakenly lead people to believe they are friendlier than their actual relationship allows. For example, think about all the different people you are “friends” with on Facebook. Do you have the same level of closeness with all of them?
- How closely will I monitor my privacy settings? You have an option to choose who sees what. This means that if you are vigilant, you can combine your work, volunteer, and personal life by using the various privacy options. On the e-Forum website, we’ve provided some resources for teaching you how to do that. Please note, however, that those resources are only as current as today. Social media is always evolving and improving. The websites themselves, like Facebook, are great at providing tutorials in their help section for setting your privacy settings. Additionally, you can always search YouTube for helpful videos that can walk you through setting your privacy settings.
- What is appropriate? Unfortunately, this is a gray area. Some individuals and companies are very reserved in what they consider appropriate. Others find benefit in the personal connection that is built by sharing information about hobbies, daily activities and interests. Talk to your 4-H program coordinator and fellow volunteers to gauge what is acceptable in your office. There are certainly topics that you should avoid, especially as a 4-H volunteer: politics, religion, and things of a sexual nature. Also keep in mind the importance of confidentiality. You are linked to your local Extension office and seemingly vague statements can be interpreted—or misinterpreted—in a way that you did not intend.

Understanding Your Digital Footprint:

Facilitators: be prepared to poll your room and click answer how the majority of participants respond. Possible choices include:

Anyone who’s ever taken the time to Google their own name can tell you that there is a lot amount of information out there available on each of us. That info – along with the data that we create when we do things like order clothes online, do our banking, respond to surveys, write emails, stream Netflix videos, and more – encompasses our digital footprint. It’s important that people remember that everything they do online creates a digital record. While doing things like managing your privacy settings through social media accounts and remembering to change your passwords regularly can help keep your information safe, it’s critical to be a good manager of your digital footprint. You can manage your digital footprint by keeping your personal details, such as your address, phone number, and birthdate, private. Don’t share your username or password with others. Always think before you post – just because you had something set to “friends only” doesn’t mean that someone else couldn’t have taken a screen capture and saved it on their computer to share widely. Once you post something, it is impossible to know where it

has gone or could go. As a result, make it a habit not to post things that you don't want others to know or that you wouldn't say to their face. Finally, be respectful about what you share or post regarding others. Make sure others approve of you sharing their content or posting news or updates about their lives.

Selecting the Right Tool for the Job (Slide 14)

Now that we've gotten some of the not-so-exciting details out of the way regarding technology use, let's talk about the importance of selecting the right tool for the job. When thinking about integrating technology, it's important to pick the right tool for the job. Often, many things *could* work but there will generally be a few more obvious choices. Don't get stuck in wanting to do something just because you think you should or it sounds cool. If it's not the right tool, you won't use it. Think about this for a minute: If you were trying to dig a sandcastle, you could use a small, plastic shovel or you could use a backhoe. If you were trying to dig a swimming pool, you could also use a small, plastic shovel or a backhoe. Both tools have digging functionalities – but one might be more effective at what you're hoping to accomplish than the other. Think carefully about your goals and what it is you're trying to accomplish. Then, think about what tools possess the capacity to help you meet your goals. Don't get stuck in what the tool was meant for – just think about what it can do. For instance, a spoon would probably work in a pinch if you needed to give your kids something to use in the sandbox – even if that's not what it was designed for.

Definition of Technology (Slide 15)

According to Merriam Webster, the definition of technology is the use of science in industry, engineering, etc. to invent useful things or solve problems. As a result of technology, we often have new machines, equipment, or methods that might prove more effective than previous opportunities. So – going by this definition, it is important that we understand that technology can be as simple as a pencil and paper or as advanced as a new iPad Air. By having a clear idea of what you're trying to accomplish as a 4-H volunteer, you can get a better handle on the best tool for the job. As much as we all love new gadgets and software, sometimes the most effective tool for the job might be a stack of post-it notes and a few markers. Other times, you might need a tool with the ability to take on more complex roles – for example, maybe something like Google Hangout where you can integrate document sharing, video chat, and instant messaging. The point here is to be mindful in your choice of technology – and the best way to do this is to understand the features of the tools that are available to you. For the rest of the session today, we'll talk about some different technology tools you may not know about and help you learn about their features to help you determine if they might be valuable to you as a volunteer in your 4-H role. We'll also invite you later to share your ideas for using technology in your 4-H setting and learn how others are using it to make their world a little simpler or more exciting.

When is Mobile Used? (Slide 15)

People use their phones “on the go”, which means during Timmy's soccer practice, or while waiting at the bus stop to pick up kids.

- They are also using mobile devices at home – particularly in the evening while watching TV. According to the latest research by Pew Internet, 91% of American adults have a cell phone -- and over half of those phones are smartphones. 35% of Americans over 16 own a tablet computer like an iPad. As of May 2013%, 63% of adult cell phone owners use their phones to go online. 41% of us use our phones to coordinate get togethers, 35% of us have used our

phones to solve a problem, and 27% of us have used them to get information to help us settle a dispute.

Let's start the conversation by hearing from the group: Please complete the following poll to share how you're using your cell phone or smartphone if you have one.

Next, type in the chat pod the different mobile applications you have used as a 4-H volunteer and how you have used them.

Facilitators: Ask the group how they use their cell phones. The options are:

Also, facilitate a group chat with them to learn about their favorite apps.

Apps (Slide 17)

As you can tell, mobile devices have and will continue to change the context of how and where we work. The applications available on them have helped us to eliminate the need for everyone to be at the same place at the same time. The word "app" is short for applications, which are available on smartphones and other mobile devices. Apps are shortcuts that help the user jump right into specific programs to use their tools. Most apps are available for Apple or Android devices – and the "cloud," which is a web-based storage space, allows users to sync their information across multiple devices.

Break (Slide 18)

We will resume in 10 minutes.

When is a Mobile Used? (Slide 19)

- People use their phones "on the go", which means during Timmy's soccer practice, or while waiting at the bus stop to pick up kids.
- They are also using mobile devices at home – particularly in the evening while watching TV.
- According to the latest research by Pew Internet, 91% of American adults have a cell phone -- and over half of those phones are smartphones. 35% of Americans over 16 own a tablet computer like an iPad. As of May 2013%, 63% of adult cell phone owners use their phones to go online. 41% of us use our phones to coordinate get togethers, 35% of us have used our phones to solve a problem, and 27% of us have used them to get information to help us settle a dispute.
- Let's start the conversation by hearing from the group: Please complete the following poll to share how you're using your cell phone or smartphone if you have one.
- Next, type in the chat pod the different mobile applications you have used as a 4-H volunteer and how you have used them.

Host Site Facilitators: please take a poll of your room and respond to the poll question with the answer that the majority of the group agrees to.

APPS for 4-H Volunteers (Slide 19)

- Pinterest – create idea boards for – 4-H fundraisers, games, crafts, social activities, 4-H promotional items

- Facebook – creating a group or page for your club for messages, pictures – no youth under 13, then just use parents as contacts. (probably more parents than youth will check this)
- As a Page – you can use the Pages app to create posts as if they are coming from the club.
- Twitter – More youth are using twitter. Use it to follow county, state, and national 4-H professionals for ideas. Use it for youth to send reminders. Create a hashtag that club can follow for information. Tag media outlets in your posts.
- Example of State specific App More and more organizations are creating apps to share information with users. Probably costly for clubs, but some county or state 4-H organizations are using apps.
- Geocaching app – for scavenger hunts – or clubs can hide Geocaches around the county that tell about 4-H – also could be a community service to hide geocaches that promote tourism in the county.
- Quizlet – getting kids ready for judging by creating questions and answers. Like flash cards.
- Communication
- Group Me – for group texting – can use an app for picture sharing, and chatting. I use with JFB, committees, and during camp with my adults.
- Remind 101 – one way texting – Participants opt in. Used for reminders for meetings and what to bring.
- File sharing – Google Drive, Drop box,
- QR code on signs – can link people to a website or video about your club via smart phone or tablet.

What are YOU currently using and how? (Slide 20)

Now we're going to have you answer two questions:

- 1) What are you currently using and how?
- 2) If you're not currently using any technology in your 4-H role, why not?

Host Site Facilitators: please take a poll of your room and respond to the poll question with the answer that the majority of the group agrees to.

Technology Tools of the Trade (Slide 21)

Now we wanted to transition to talking about some of our favorite tools:

How many of you are familiar with Doodle poll? Most of us have probably received a request to complete a Doodle poll in order to help a group come to consensus on a meeting time. One volunteer shared that she's now using Doodle with committees to sign up to complete shifts at an event or attend trainings. She can set the poll so that only the number of volunteers she needs for something can sign up – and they can look at it once they're home and have access to their family's schedule.

This may seem almost too easy, but the beauty of it lies in its simplicity. Group text messages to stay in touch with her middle manager volunteers and committee members. They use group text messages to send out quick RSVP's, meeting reminders, and other quick information. When the program coordinator isn't able to be present at a meeting, the volunteers know that she is usually just a quick text away and will respond back with an answer shortly, allowing them to move forward in a timely fashion. There are even free and low-cost apps that will allow you to

save distribution lists for text messages and develop message templates to save yourself time. Think about the possibilities there!

A Few of our Favorite Tools (Slides 22)

We love video conferencing software for conducting meetings and working on projects. Adobe Connect meetings like the one you're on tonight for webinars and virtual meetings can be fairly easy to set up. Skype is a great free tool to communicate with other volunteers. There's something that's a bit more personal about being able to see someone rather than just hearing their voice. But if you're looking for a video conferencing tool that's easy to use and comes with a full range of features, my favorite is Google Plus Hangouts. Hangouts can be conducted from your computer, tablet, or smartphone. Not only do they allow for video of up to ten people, but you can also use all the Google tools and many other tools that developers are currently creating for use there. So – for example, you can collaborate on a document or presentation with your team or committee in real time, watch a video, chat, and share your screen. Google Plus Hangouts, like all other Google tools, are free and there are many tutorials available if you're not sure how to use them. This platform is particularly wonderful for youth as it provides them with an intuitive space for them to run and provide leadership to meetings.

Using Technology at the Fair (Slide 23)

- One of Agriculture's favorite displays happens each year at the county fair. Even though we view the fair as being a prime way to reconnect each year with our cross county neighbors, the fair is also becoming more connected with technology.
- One way this happens is with pre-fair activities. In Ohio, our fair books are available online. This means that fair books are accessible earlier, and can easily be searched for the information we want. It can also help a fairgrounds manage postage and printing costs. Some fairs are including online entries as an alternative to paper entries. This gives the user 24 hour access to submit fair entries around their own time.
- My county uses Genbook.com to select project judging times online, around the family's schedule. Minnesota also has an online asynchronous module that builds the positive youth development skills of fair judges. In the chat box, I'd like to encourage you to share how you might see some of the technologies we've discussed so far fitting into your county fair program. We'll pull together these ideas and share them on the e-Forum website.

Using Technology at the Fair (...continued) (Slide 24)

1. Mobile technology has given fairs the opportunity to show video from a livestock show, pictures from a judging, and up to the minute information about the fair. For grandparents in another state to parents who work during the day, digital media allows posts to social media from phones and tablets.
2. Social media also helps fairs and county 4-H programs to utilize free tools online for informing the public and clientele. This can also work for your club. Key thing is to make sure that you get permission from parents to use images of youth online. Often this permission is obtained through their membership enrollment form.
3. Digital media also gives the opportunity for youth to document fair and club events. It gives them the same ability to report as the local media does.

What is my 4-H (Slide 25)

my 4-H serves as a central and collaborative source for more of the 4-H resources you want – including the National Directory of 4-H Materials. 4-H professionals, volunteers, and youth

leaders can share, discuss, and learn of information and resources related to 4-H positive youth development. Consider sharing your own 4-H resources and visit often as new and useful information is continuously being added to help you with your programming efforts!

<http://www.4-h.org/my4h/>

From “No Tech” to “Techno” (Slide 26)

We understand that many of you might be feeling overwhelmed right about now, especially if you're not a “techie.” If you're new to using technology in your 4-H programming, give yourself permission to make mistakes and be gentle with yourself. In our experience, the biggest mistake people make is being afraid to try new things or ask questions because they don't want to look silly. Just as we expect the youth that we work with on behalf of 4-H to be open to new experiences and learn by doing, we too should be willing to do the same. Set an example by taking safe risks – and make sure that you include the youth in your program who might be able to take the lead on integrating technology into your club setting. In fact, this might be a great role for some of those older youth or teen volunteers we discussed in the last e-Forum session.

Let's talk about a few more tips for using technology in your 4-H experience – by following them, you'll go from “no tech” to “techno” in no time!

Tips for using technology (Slides 27 - 28)

We wanted to share some tips for using technology.

First, expect that technology may change from one day to the next. Your nature may be to want to “master” a technology, but it's hard to master a moving target. If you expect that things might change but understand that those changes aren't usually dramatic, you're less likely to get frustrated every time your favorite social media does an update.

Next, we'd like to encourage you as 4-H volunteers to take the same approach to technology that we encourage our young people in 4-H programs – learn by doing! Often, adults are afraid of looking silly or of breaking a technology. Just try it! Ask for help, play with the tools, and know that every time you make a mistake, you're learning. Reflect on how your use of technology went well and how you could improve for the next time. Be sure to involve the youth in your program, as they are often natural learners of this technology and technology can be an awesome way to build effective youth/adult partnerships.

Finally, be prepared for something to go wrong. It usually will! Have a backup plan for what to do if your technology fails and make sure you stay calm. If you can, try to have someone on standby who can help you if you have trouble.

E-Forum Evaluation (Slide 29)

We have left a few minutes at the end of this evening's program for you to provide us with your feedback from the e-Forum session.

Your Host Site Facilitator has a paper copy of a survey for you to give us some input. You'll complete this before you leave and your facilitator will then compile the results and share them with us electronically. <https://www.surveymonkey.com/s/793H7BX>

We also have three open-ended questions that will appear on your screen in separate chat boxes. Please type your responses to these questions into the chat box.

Three evaluation questions that will appear on the screen in separate chat boxes are:

1. One way that I will use what I learned in this session is...
2. The most important lesson I learned from this session was...

3.A 4-H-related topic I would like to learn more about in the future is...

Host Site Facilitators: please take a poll of your room and respond to the questions with a summary of what was shared in your room.

Host Site Facilitators: please compile total numbers for all of the paper evaluation forms and enter them into the Survey Monkey link at <https://www.surveymonkey.com/s/793H7BX> after each session. Please input your site's data within two weeks of the session.

E-Forum Resources (Slide 30)

Resources that we shared tonight are available at this Web site. A recording of this site will also be posted at this site and at learn.extension.org. If you missed last month, you can also access the recording at this site. (learn.extension.org).

Host Site Facilitators: please encourage participants to visit this Web site to obtain additional information.

2013-2014 North Central 4-H Volunteer E-Forum Sessions (Slide 31)

- You've Got 4-H Parents! Now What?? (Monday, November 18, 2013)
- Engaging Teens/Older 4-H Youth (Tuesday, December 3, 2013)
- Using Technology to Enhance Your 4-H Experience (Tuesday, January 14, 2014)
- **Exploring the Science of 4-H Projects (Monday, February 3, 2014)**

All programs will be held from 8-9:30 p.m. (ET); local activities will begin at 7:30 p.m. (ET)

Host Site Facilitators: please share the details for when and where the participants may join the next session.

Thank you for joining us this evening!!! (Slide 32)

***Thank you, Host Site Facilitators, for your assistance with
this session of the 2013-2014 NCRVe-F!!***