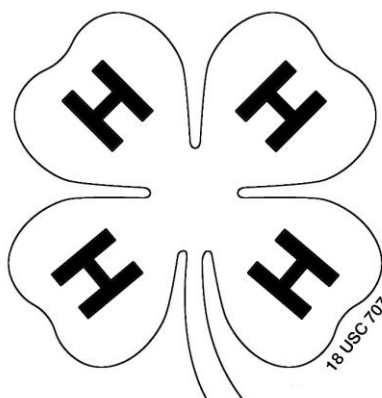


## **Host Site Facilitator's Guide**

**2011 North Central Region 4-H Volunteer e-Forum**



TO: Host Site Facilitator

Welcome to the 2011 North Central Region 4-H Volunteer e-Forum! We are glad you have chosen to host this event on behalf of 4-H Volunteers and Extension Staff in your area. Thank you for your time and efforts to help us make this training opportunity a successful one for all of the participants!

The 2011 e-Forum will take place on three separate evenings: **Monday, November 7; Thursday, November 17; and Tuesday, November 22.** Each session will begin at **7:30 p.m. ET** (6:30 p.m. CT and 5:30 p.m. MT), and is scheduled to last for two hours.

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. We believe that 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:

- At least **24-48 hours before the session**, download the plug-in and test the settings/software on the computer you will use for the sessions. Make sure that you are able to access the presentation. To download the plug-in and test your computer's settings, visit: [www.extension.iastate.edu/testconnect](http://www.extension.iastate.edu/testconnect). In addition, you can go to <https://connect.extension.iastate.edu/northcentral4h> before the event, login using the "Guest" option and you will see a welcome slide playing music. If you see the slide and hear music, you should be good to go.
- If you have any **technical difficulties** with downloading or installing the Adobe Connect plug-in, please contact support by calling **515-294-8658**, let them know you are part of this program, and they will be more than happy to assist you.
- **10-15 minutes before the session** is scheduled to begin, connect to the online presentation room at: <https://connect.extension.iastate.edu/northcentral4h>
- If you have any **technical difficulties** with viewing the presentation during the session, contact technical support at **515-294-8658** and let them know you are part of this program.
- **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 2011 Web site: <http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm>
- Please encourage participants to provide their feedback regarding the e-Forum by completing the **evaluation instrument** available at: [https://purdue.qualtrics.com/SE/?SID=SV\\_3Vsu5NgUXWKB1M8](https://purdue.qualtrics.com/SE/?SID=SV_3Vsu5NgUXWKB1M8)

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 will enable 4-H Volunteers to learn from and interact with experts across the 12-state North Central Region. Volunteers will then be able to utilize lessons learned from the e-Forum with 4-H members throughout the year.

The e-Forum format will utilize technology to reach additional volunteers who are traditionally unable to attend face-to-face Forums. 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, 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. Accurately state three components of a positive youth development program.
3. Recognize effective 4-H program management techniques that can be incorporated into their work with 4-H members.
4. Describe new and emerging 4-H curriculum in the areas of technology, science, and community service learning.

## **e-Forum Format and Structure**

The North Central Region 4-H Volunteer e-Forum will be taught in three sessions of two hours each, from 7:30-9:30 p.m. Eastern (6:30-8:30 Central, 5:30-7:30 Mountain). The sessions are scheduled as follows:

### *Session 1: Monday, November 7 – Positive Youth Development*

- The Teen Brain: A Work in Progress – Annette Haas, University of Wisconsin-Extension
- Quality Matters: In Chocolate and 4-H Programs – Brenda Shafer, University of Minnesota

### *Session 2: Thursday, November 17 – 4-H Program Management*

- Keeping Your Cool While Working with Youth – Pat McGlaughlin, Sheri Seibold, University of Illinois
- Reducing the Risks of 4-H Club Meetings – Vicki Schwartz, Brenda Young, Ohio State University

### *Session 3: Tuesday, November 22 – New & Emerging Curriculum*

- Get Connected in Your 4-H World – Rachelle Vetter, North Dakota State University
- 4-H Science – Dixie Sandborn, Michigan State University
- Community Service Learning – Steve McKinley, Purdue University

Each session will be delivered to host sites online via Adobe Connect, originated and hosted by Iowa 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 2011 Web site: <http://www.uwex.edu/ces/4h/ncrvd/NCRVF2011.cfm>.

A Qualtrics 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.