

## My National 4-H Volunteer e-Forum Action Plan

Steps I will personally take to insure that we will host a successful series of e-Forum sessions

√	Category	Preparation for the e-Forum	Date to Complete
	<b>Facilities/Technology</b>  <i>“Where will I hold the e-Forum Sessions?”</i>	Reliable Internet connection; hard-wired (not wireless)	
		Projector and screen so all can easily see the presentation	
		Speakers so that all can easily hear the presentation	
		Comfortable seating for adults and youth	
		Plenty of space for activities	
		Functional restroom facilities	
		Accessibility to all	
	<b>Marketing</b>  <i>“How will I recruit adult and youth volunteers to attend the e-Forum Sessions?”</i>	Distribute Save the Date Cards	
		Distribute Promotional Flyers (including host site information)	
		E-mail information to youth and adult volunteers (4HOnline mass e-mail an option)	
		Post e-Forum news on 4-H Social Media sites	
		Share e-Forum information in face-to-face meetings with youth and adult volunteer audiences (1:1 or in group meetings)	
		Show Prezi to promote e-Forum	
	<b>Welcoming/Fun Environment</b>  <i>“How will I create a welcoming and fun environment for the participants at the e-Forum Sessions?”</i>	Icebreakers (led by youth or adult volunteers)	
		Serve food – meal or snacks and beverages – determine menu friendly to all	
		Give each person a name tag	
		Arrange seats so that people can see each other and also the screen	

√	Category	Characteristic	Date to Complete
	<b>Facilitator Preparation</b>	Create a personal profile on the 4h.org Website <a href="http://4h.org/professionals/professional-development/">http://4h.org/professionals/professional-development/</a> (to access e-Forum resources)	
	<i>“What will I do to prepare myself and my co-facilitator to host the e-Forum Sessions?”</i>	Register your site to host the e-Forum sessions. (1-3)	
		Review e-Forum Host Site Facilitator Logistics Guide	
		Review e-Forum Host Site Lesson Plan (be prepared to teach in the unlikely event of a technology failure)	
		Prepare supplemental resources (handouts and supplies) as outlined in the Lesson Plan	
		Identify a co-host site facilitator (staff or youth/adult volunteer) – one to focus on technology and one to focus on hosting	
		Participate in the September 20 Host Site Facilitator Webinar, 2-3:30 ET – use the same technology and facility as you will on the night(s) of the e-Forum sessions	
		Practice with technology to increase your comfort level with it	
	<b>Youth and Adult Engagement</b>	Identify roles that youth can play in the implementation of the e-Forum	
	<i>“How can I encourage youth and adults to be engaged with each other and in the e-Forum Sessions?”</i>	Consider how e-Forum information can be used by both youth and adult audiences	
		Create an atmosphere where youth and adults are able to interact equally	