2015 North Central Region 4-H Volunteer e-Forum Facilitator Host Guide:

TO: Host Site Facilitator

Welcome to the 2015 North Central Region 4-H Volunteer e-Forum, **"Find the Heart of 4-H"** 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 **role of the facilitator** in hosting an e-Forum session.

The e-Forum has been designed to bring together volunteers both locally and across the country. Participants should meet in small groups in local sites and will connect to a virtual seminar along with other volunteers across the North Central Region. Virtual seminars will be facilitated by volunteer specialists and other Extension professionals, while local sites will be coordinated by 4-H program staff. At each level, staff will be responsible for leading activities and supporting the learning and development of 4-H volunteers. This facilitator's guide is meant to help you lead the activities that will happen locally as well as provide instructions in a worse-case scenario where technology fails. While we do not anticipate that happening, it is possible, and we would like local sites to be able to continue in the event that Internet connection is lost.

The 2015 e-Forum will include three (3) sessions. Each session will be offered two (2) times, with starting times adjusted to accommodate the various time zones across the region. You are encouraged to select the date and time that will be the most convenient for your participants. Please note that we encourage you to pre-register your site in order to allow us to more easily communicate with you in the event of any last-minute changes; however, pre-registration is not required to participate.

Below is the schedule for the e-Forum sessions:

The Heart of Belonging

- Thursday, October 8 (2nd Thursday) 7 ET, 6 CT, 5 MT
- Tuesday, October 13 (2nd Tuesday) 7 CT, 6 MT, 8 ET

The Heart of Community

- Thursday, November 5 (1st Thursday) 7 ET, 6 CT, 5 MT
- Tuesday, November 10 (2nd Tuesday) 7 CT, 6 MT, 8 ET

Encouraging the Heart of Leadership

- Thursday, December 3 (1st Thursday) 7 ET, 6 CT, 5 MT
- Tuesday, December 8 (2nd Tuesday) 7 CT, 6 MT, 8 ET

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.

Thank you for your interest and participation!

Sincerely,

North Central Region 4-H Volunteer Specialists

NOTE to Content developers (These instructions will be deleted before we provide this file to the host site facilitators):

Please see the following grid as an example of what you should produce for host site facilitators. This will be helpful for you as you're developing content and should also be useful for host site facilitators in the event of a technology malfunction. Using this grid should be simple: the slide number should correspond to the PowerPoint slide. You should type your script in the grid here, and then copy and paste them into the speaker's notes of your slides. As you think about the script, be careful not to put too much script per slide. Be mindful of the time and the fact that people will be watching this. You'll want to keep the webinar engaging and active, from moving to a new slide with different images to thinking of ways for participants to interact with one another. Make sure your slides include interesting photos that illuminate your points, diagrams or SmartArt to help you stay away from too many bullets, or other fun visuals that keep participants engaged. Finally, in the last column, you should make any notes for the person who will be hosting your webinar if you want them to do anything specific: for instance, if you want them to move to a chat pod or poll pod and what those things should include.

Slide Number	Presenter Script	Action Needed (note that actions of local host site facilitators will be in **BOLD** and actions of online facilitators will be in *ITALICS)*
1	Mark: 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	**Encourage conversation amongst the group using the questions asked by the online facilitator. Either type responses in the chat pods yourself or ask a volunteer to help you do so.** *Create chat pods and bring them up so that all four show on the screen at once. Questions should be: what are the youth development benefits to using more technology in your club? What are the financial benefits? How could*

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	you plan your programs? What are any other areas you might think of that don't fit?	*technology help you as you plan your programs? What are any other areas you might think of that don't fit?*
2	Molly: 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.	**Ask participants what their thoughts and experiences are with interacting with youth in virtual environments. Have they experienced any challenges?**
3	Molly: 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 leader's page? Are there questionable pictures? Interests? Comments not meant for young people's eyes?	

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4	Kari: 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.	**Ask participants to raise their hands if they've used a cell phone or smart phone in one of the following ways: 1) to check email, 2) to send photos, 3) to update their social networking status, 4) to get them to an unknown location. Enter the results in the poll pod. Afterwards, encourage discussion on use of apps in 4-H programming. What have volunteers used and how?** *Create a poll pod with the following question/options: How have you used your cell phone or smart phone? 1) to check email, 2) to send photos, 3) to update their social networking status, 4) to get them to an unknown location. Also create and put on screen a chat pod that asks volunteers what apps they have used in 4-H programming and how.*