

North Central Region 4-H Volunteer e-Forum

2015-2016 Timeline/Assignments

May/June, 2014

- Identify topics to present at e-Forum and presenters for each
- Set sub-committees
 - Co-Project Managers
 1. Maintain e-Forum timeline
 2. Coordinate development of Facilitator Guide template
 3. Template to provide consistent information for each session
 4. Template for PPT presentation for each session
 - Marketing – Overall Theme: ***“Find the Heart of 4-H”***
 1. Save the Date card, Flyer (editable), Bookmark –distributed electronically
 2. Video
 3. Logo to illustrate each session
 - Evaluation
 - Funding
 - Web page
 - Technology
 1. Selection and implementation of platform
 2. Work with presenters to help each session be engaging
 3. Schedule practice time with presenters prior to actual session
 4. Preregistration for sessions
 5. Technology help line
 6. Location of online resources
 - Content Providers – include specialists, along with county/regional/state presenters
 - Introductory activities for each session (scheduled to be led by facilitators 30 minutes prior to the session)
- Confirm dates and schedule for e-Forum sessions (offered over 3 months; each program offered on two nights, with different start times to account for different time zones)
 - No live program to begin after 7 p.m. in any time zone
 - Each session will be 90 minutes in length – content will be presented for 65 minutes; include 10 minutes for an evaluation at the end
 - Suggest providing 30 minutes of activities prior to the start of the session (to be facilitated locally)
 - PLEASE mark your 4-H and Extension calendars with these dates NOW!!! We have intentionally scheduled these dates early to avoid as many scheduling conflicts as possible.

August 2014

- Finalize general topics to be presented and list of co-presenters/authors for each session
- Determine what funding will be needed for e-Forum

September 2014

- Finalize session titles and develop brief description for each session (for marketing purposes) – will be completed in November

October 2014

- Submit funding request for e-Forum to Program Leaders
- Develop marketing materials (e.g., save the date card and promotional flyer)

November, 2014

- Finalize and distribute marketing materials electronically
- Templates for Facilitator Guide and PowerPoint prepared and shared
 - Facilitator Guide in two separate documents
 - Description of sessions, general purpose, registration, technology
 - Template for content
 - Describe facilitator roles at host sites
 - Inclusion of engaging activities
 - Format for wording that facilitators will say (color-coded)
 - Display in landscape, tabled format
 - Provide sample of completed documents
 - PowerPoint
 - Include general slides to include in each session
 - Include notes for presenter/facilitator comments
 - Highlight poll questions in Notes section; make HOST notes clearly distinguished in bold and color coded (e.g., HOST: please prepare video; HOST: please post Poll question #1 – and list actual question in notes section)
- Begin preliminary development of program sessions

January, 2015

- Review e-Forum evaluation options
- Develop 2015-2016 e-Forum Web page
 - Post promotional flyer and save the date postcards
- Confirm technology options/procedures for e-Forum

February, 2015

- Begin to market e-Forum heavily to Extension professionals and 4-H Volunteers
- Begin to identify host sites in each state
- Develop evaluation options/tools for e-Forum – online at the end of each session, via Chat pods (for open-ended questions); use simplified version of a paper survey completed by volunteers on site - host site facilitators will then enter volunteer data into Survey Monkey or Qualtrics depending on site hosting evaluation information

March, 2015

- Submit suggested evaluation questions for each session to evaluation team
- Continue to market e-Forum at local level
- Submit course description, presenter photo, and any photo/graphic for session for inclusion in the video

April, 2015 (during face-to-face meeting)

- NCRVe-F Session development
- Include time to review tips on effective online course development/presentation

June, 2015

- Work groups prepare nearly final plans for each session

Fall, 2015

- Content Providers/Presenters from each session schedule practice time using technology (trial run) – scheduled no later than one month prior to the actual session

September 1, 2015

- ALL SESSIONS: Finalize lesson plans, PPT, and supporting materials for all sessions and submit to co-project managers for final review

September 10, 2015

- All reviewed files sent to webmaster to post on Web page

September 24, 2015

- Region wide host site facilitator session to prepare sites and facilitators to host e-Forum sessions

October 2015

- Session A – October 8 and 13
- Submit participation numbers & complete evaluations

November 2015

- Session B – November 5 and 10
- Submit participation numbers & complete evaluations

December 2015

- Session C – December 3 and 8
- Submit participation numbers & complete evaluations

March 2016

- Summarize evaluation results of all e-Forum sessions and prepare report to share with Specialists, Program Leaders

Spring, 2016

- Review strengths, weaknesses of 2015 e-Forum – all Specialists
- Celebrate!!!
- Look ahead to next e-Forum