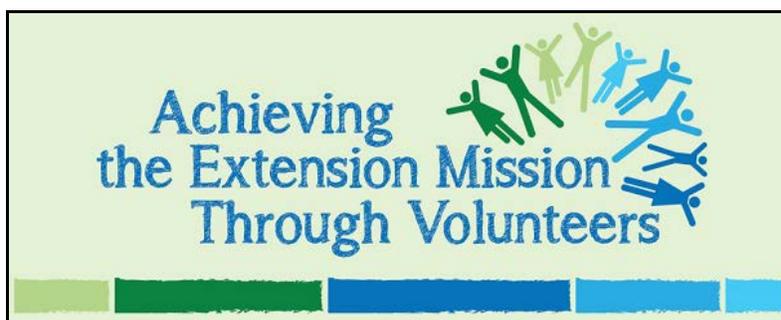


2015 Host Site Facilitator's Logistics Guide

North Central Region 4-H Volunteer e-Forum:

"Find the Heart of 4-H"



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 **logistics** of hosting an e-Forum session.

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 (see instructions below) in order to allow us to more easily communicate with you in the event of any last-minute changes.

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.

This Facilitator’s Logistics Guide is designed to help you effectively prepare for the Webinar which will be delivered through Adobe Connect. A separate **Facilitator’s Content Guide** will help you 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 both the **Facilitator’s Logistics Guide** (this document) and the **Facilitator’s Content Guide** (provided separately) 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:

Pre-register your site to host

- To register your site for the e-Forum session, please visit: <http://events.anr.msu.edu/volunteereforum/> Click on the “Register as a Host” green button to open the registration page. Complete the questions on the form which will allow you to select each of the dates that you wish to host an e-Forum session. Select “Not Applicable” for the county (unless you are in the State of Michigan), and please select your state. Be sure to keep the first box under “Communication Settings” checked so that you will receive updates for the e-

Forum sessions as they become available. Once you complete this page, you'll see a receipt of the choices you have registered and will also receive a confirmation e-mail. Keep this information for your records. Please note that there is no charge to register for the e-Forum sessions.

Prepare your site to host

- Participate in the **Host Site Training Webinar on Thursday, September 24, 3-4 p.m. Eastern** (2-3 p.m., Central, 1-2 p.m. Mountain). The url for the webinar is: <https://connect.extension.iastate.edu/eforum4h> (enter as a "Guest"). This webinar will provide further tips on successfully hosting an e-Forum session and will allow you to test your technology prior to the session (an extremely important key!) If possible, you should plan to use the equipment during the webinar that you will also use to view the live e-Forum session to be sure it is working properly. A recording of this session will be available at the e-Forum Web site: <http://fyi.uwex.edu/ncrvd/4-h-volunteer-e-forum/>.
- It's always good practice to have the PowerPoint, Facilitator's Guide, and other resource files for each session downloaded ahead of time. In the event that there are unforeseen technological issues during the session that interrupt the live broadcast, you'll be prepared to present the material to the participants at your site. The materials for the session will be posted on the North Central Region Volunteer e-Forum 2015 Web site: <http://fyi.uwex.edu/ncrvd/4-h-volunteer-e-forum/>.
- 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. Please do not use Chrome as your browser. All other browsers will work but Chrome and Adobe Connect sometimes do not work well together.
- If you have any **technical difficulties** with downloading or installing the Adobe Connect plug-in, please contact support at extensionwcc@iastate.edu, 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/eforum4h>
- 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.

Download resources for the session

- **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 2015 Web site: <http://fyi.uwex.edu/ncrvd/4-h-volunteer-e-forum/>. This site will also have a link to a recording of the session.
- Please encourage participants to provide their feedback regarding the e-Forum by completing the Qualtrics **participant evaluation instrument**. The 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. There is a separate link for each session as shown below. Participants can complete these at the session on a laptop provided by the host site, or on their smart phone or tablet. Or you can send the link with them to complete the survey at home.

- The Heart of Belonging (October): <http://tinyurl.com/2015-NCRVeF-Belong>
 - The Heart of Community (November): <http://tinyurl.com/2015-NCRVeF-Community>
 - Encouraging the Heart of Leadership (December): <http://tinyurl.com/2015-NCRVeF-Leader>
- As host site facilitator, please complete a separate Qualtrics **facilitator evaluation instrument** designed to capture the demographics of the participants at your site. The same link works for each of the three sessions: <http://tinyurl.com/2015-NCRVeF-Demo>.

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 twelve-state North Central Region. 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/subject matter-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. Guide youth in developing a list of club or group expectations that accommodates all members, learn how to support youth with special needs, and discover resources to help them in their role as caring adults. In addition, volunteers will learn new activities to take back to their clubs and groups to foster positive behavior, belonging, and inclusion.
3. Help youth find their voice as they become actively engaged in their communities. The session will include resources and models to incorporate mastery, belonging, generosity and independence as you include citizenship activities in 4-H settings.
4. Inspire youth of all ages to discover and develop independence and mastery through creating a nurturing environment that creates strong teen leaders.

e-Forum Format and Structure

The North Central Region 4-H Volunteer e-Forum will include three (3) sessions of 90 minutes each, according to the schedule on page 2. 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: The Heart of Belonging; Thursday, October 8 and Tuesday, October 13

- Presented by: Tammy Gillespie, University of Missouri; Jane Hayes-Johnk, Iowa State University; Brenda Welch, Iowa State University
- 4-H leaders will learn how to guide youth in developing a list of club or group expectations that accommodates all members, learn how to support youth with special needs, and discover resources to help them in their role as caring adults. In addition, volunteers will learn new activities to take back to their clubs and groups to foster positive behavior, belonging, and inclusion.

Session 2: The Heart of Community; Thursday, November 5 and Tuesday, November 10, 2015

- Presented by: Cathy Johnston, University of Nebraska; Pat McGlaughlin, University of Illinois; Rachelle Vetter, North Dakota State University
- Preparing 4-H volunteers to help youth find their voice as they become actively engaged in their communities. The session will include resources and models to incorporate mastery, belonging, generosity and independence as you include citizenship activities in 4-H settings.

Session 3: Encouraging the Heart of Leadership; Thursday, December 3 and Tuesday, December 8

- Presented by: Becky Harrington, University of Minnesota; Jill Jorgensen, University of Wisconsin; Kandi O'Neill, University of Wisconsin; Brenda Shafer, University of Minnesota
- Young people do not magically become leaders at age 13. Leadership is nurtured from their first 4-H experience. Volunteers in this session will receive tools to help inspire youth of all ages to discover and develop independence and mastery.

Each session will be delivered to host sites online via Adobe Connect, hosted by Iowa State University. 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 program are included on p. 2-3 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 4-H Volunteer e-Forum 2015 Web site: <http://fyi.uwex.edu/ncrvd/4-h-volunteer-e-forum/>.

Please refer to the **Host Site Facilitator's Content Guide** for specific information related to the session you are hosting.

Thank you, Host Site Facilitators, for your assistance with the 2015 NCRV e-Forum!!