**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** |
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|  | **Facilities/Technology**  *“Where will I hold the e-Forum Sessions?”* | 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 |  |
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|  | **Marketing**  *“How will I recruit adult and youth volunteers to attend the e-Forum Sessions?”* | 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 |  |
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|  | **Welcoming/Fun Environment**  *“How will I create a welcoming and fun environment for the participants at the e-Forum Sessions?”* | 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 |  |
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| **√** | **Category** | **Characteristic** | **Date to Complete** |
|  | **Facilitator Preparation**  *“What will I do to prepare myself and my co-facilitator to host the e-Forum Sessions?”* | Create a personal profile on the 4h.org Website <http://4-h.org/professionals/professional-development/> (to access e-Forum resources) |  |
|  | 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 |  |
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|  | **Youth and Adult Engagement**  *“How can I encourage youth and adults to be engaged with each other and in the e-Forum Sessions?”* | Identify roles that youth can play in the implementation of the e-Forum |  |
|  | 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 |  |
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