



## Planning Strategies for In-person Meetings

- ❑ Ask families if they are comfortable meeting in-person and consider offering alternatives for those unable to attend in-person. Can you live-stream the meeting for those who cannot attend in person?
- ❑ Be mindful of providing the appropriate volunteer and adult coverage for 4-H meetings. Include adult counts in determining adequate space.
- ❑ Depending on the number of youth, you may not have enough space to include additional parents in the meeting. Let parents know that if they want to wait, they should remain in their vehicle or stay separated from the 4-H meeting group.
- ❑ Enlist teen leaders in the planning process. They can help implement the plan when you are meeting in person.
- ❑ Complete all required local training and planning well in advance of the meeting date.
- ❑ Consider having back-up volunteers in place: Oftentimes parents will bring a sick child with them to an event when they are committed to volunteering. This is well-intentioned, but cannot be allowed during the current pandemic conditions. To avoid gaps in help, be sure to add a few more back-up volunteers to your roster for each activity to plan for absences.
- ❑ Make sure to allow time during your meeting for proper hygiene. Choose ice breakers that do not require physical touch between participants during highly infectious seasons.
- ❑ Consider a new greeting: Members might enjoy coming up with a silly new way to say hello that does not involve touching!
- ❑ Relax attendance policies: If a child or close family member of a child is sick, they should be excused from participating. Right now, we need to be as flexible as possible with attendance and avoid the situation where someone feels they need to attend a meeting or event, even if they are sick or at risk of illness.

### Plan for remote participation too

Please note that while in-person gatherings may be allowed, some families may not feel comfortable meeting in-person. You may still need to plan for remote participation.