



## 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 necessary volunteer supervision ratios of youth at 4-H meetings and activities.
- 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 before the meeting date.
- Consider having back-up volunteers in place: Often parents will bring a sick child with them to an event when they are committed to volunteering. This may be well-intentioned but cannot be allowed. Be sure to add a few more back-up volunteers to your roster for each activity to plan for unexpected absences.
- Make sure to allow time during your meeting for proper hygiene practices.
- Choose ice breakers that limit physical touch between participants.
- Consider a new greeting: Members might enjoy coming up with a silly new way to say hello that does not involve touching!
- Relax attendance requirements: 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 expectations. Alternative methods for makeup opportunities should be provided. No 4-H volunteer or youth should not feel they must attend a meeting or event if they are sick or at risk of illness.
- Ensure your meeting facility can accommodate the required 3 foot minimum distance between participants. If you plan to have food and/or drink, participants must distance 6 feet apart while their masks are off.

### 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.