



Colorado 4-H Guidelines for Virtual 4-H Lessons (videos)

If you are interested in hosting a 'live' session, please schedule directly through [Wade Ingle](#).

Please implement the following when producing your pre-recorded virtual 4-H lessons.

1. All Colorado State University and Colorado State 4-H policies, code of conduct and dress code expectations are to be followed. ***(Please see additional information below)***
2. All subject matter is to be 4-H appropriate and relate to Colorado 4-H programs or projects.
3. Virtual lessons should be no more than 30 minutes in length. **(3-5 minutes videos are optimal)**
4. Do not include personal information such as your name, address, county, physical location, etc.
5. Information should be given clearly and concisely, using appropriate vocabulary for the age of your intended audience.
6. Speak at the camera during the video and avoid speaking in other directions away from the camera.
7. Be positive & encouraging in your delivery.
8. **Have Fun!**
9. Include closed captioning in your video if your system is equipped to do so. ***(Please see links below for more information.)***
10. Submit all video files and information to the following link for consideration.

Closed Captioning Information: All lesson & video submissions should make use of closed captioning. See the following links for more details on utilizing closed captioning.

YouTube resources:

- https://youtu.be/OZlyI2X0F_E
- <https://www.youtube.com/watch?v=3pEKwm8In7o>

National Center on Disability and Access in Education information on captioning YouTube videos:

- <http://ncdae.org/resources/cheatsheets/youtube.php>

All submissions selected for posting will be edited and or formatted to comply with CSU policy.

Submit completed 4-H lessons & videos by clicking the following link: [Virtual 4-H Lesson Proposal](#)

Please review the CSU & Colorado State 4-H social media policies found at the following links:

- Only officially-recognized CSU social media accounts and web pages approved can be used for posting.
- Follow all approved [CSU brands](#), [CSU Extension & 4-H logos](#) and [4-H Name & Emblem Guidelines](#).
- CSU and CSU Extension officially-approved disclaimer statement, regarding content and opinions contained on the site.
- Inappropriate, offensive, injurious and illegal content may be removed by CSU employees identified as account administrators or at the direction of the Social Media Policy Staff.
- Best practices for social media accounts should be considered, [click here](#) for a complete listing of social media policies and guidelines.

This submission process will help better manage lesson & video submissions by reducing repetitive content and allowing to schedule posts and material lists in a timely manner. Thank you for your help in continuing the engagement and education of Colorado 4-H youth!