

Creating a happy, meaningful, and satisfying club life during COVID-19



Introduction

This guide has been prepared to assist clubs in maintaining engagement during this pandemic. It is a starting point, and many ideas may be added as the ingenuity, flexibility, resilience, and adaptability of our members find new and innovative ways to continue our fellowship, service, advocacy and fundraising efforts. Engagement is more important than ever with the added stressors of the pandemic, so get creative and engage all members to keep the spirit and mission of Zonta alive.

Please post your success on 'Share your Story' and review for additional ideas.

- https://www.zonta.org/Web/My_Zonta/Forms/Share_Your_Story

Additional examples of virtual activities can be gleaned from the Zonta Talk on Zonta's responses to COVID-19 and from the Zonta Says NO Toolkit.

- https://www.zonta.org/Web/Our_Programs/Zonta_Talks/Web/Programs/Zonta_Talks.aspx.
- <https://www.zonta.org/images/docs/MyZonta/Tools/AdvocacyTools/ZontaSaysNOToolkit.pdf>.

All clubs are encouraged to do as much as they can without creating undue stress on members during the pandemic. If that means doing less, **it is OK**. Consider what is best for your members, what the



pandemic permits in your location and what your members are comfortable with: virtual, face-to-face, or hybrid (both) meetings.

Virtual meetings

To maintain connections many clubs are holding virtual (online) meetings, where members connect from their location of choice using a computer, mobile device or phone and have live meetings via the internet or cellular network, using a predetermined platform. Many clubs are comfortable with virtual meetings; however, for members wishing to learn more, an addendum with practical tips is at the back of this guide.

Get creative and engage members to keep the spirit of Fellowship alive. -

- Invite new members/members with changed circumstances to give an overview
- Show and Tell: Invite club members to show a prized possession: pets can make an on-camera appearance; show a favourite book, travel or Zonta souvenir, or an artistic or baked creation
- Host a Party: dress up in Zonta logo wear, hats, or pyjamas, or organize around wine & cheese, coffee, and tea etc.
- Acknowledge Zontians for their achievements
- Celebrate ZI and club events, birthdays, and anniversaries
- Share recipes, books, movies or create book clubs

Use social media prompts to mimic the fellowship your members enjoy during your meetings. Some suggestions to ask or post:

- What are you reading? Post a picture of your book or magazine.
- What are you listening to or watching (podcasts, television shows, movies)?
- Picture contest: Sunrises, daily life brought on by the pandemic.
- For any contest, the winner may choose the non-profit that gets a donation from club fundraising monies.
- Write an engaging post that encourages members to interact with the content.

Get creative and engage members to keep the spirit of SERVICE alive.

- Request donations to the Zonta Foundation for Women (in November: Every Member Every November Campaign) and share via social media why they have donated using a photo and a quote or short video.
- Choose a local charity and ask members to purchase gift cards from a grocery store (preferably all from the same small, local business). Collect and mail with a note. Promote on social media.
- If a club has reserve funds, consider if they can be used to help charities during this pandemic.
- Challenge members to find donatable items for charities. Hold a group donation day, take pictures and post.

Get creative and engage members keep the spirit of ADVOCACY alive



- Ask all members to dress in orange to support the Zonta Says NO to Violence Against Women campaign and 16 days of Activism. Take a screenshot of members and post.
- Invite speakers to talk on advocacy issues, invite your community.
- Show a video done by Zonta or other like-minded organizations on advocacy issues.

Get creative and engage members to keep the spirit of FUNDRAISING alive.

- Online raffles, bingo, trivia, etc.
- Online sales: chocolates, wine etc.
- Webinars
- Convert your prior event into an online event, current examples include LUNAFEST or other film festivals.
- Maximize participation for the Foundation, urge for 100% club donation.

Planning for a COVID safe event (face-to-face)

BEFORE: CHECK CURRENT GOVERNMENT ADVICE AND PUBLIC HEALTH ORDERS.

Physical Meetings, Projects or Events, in a suitable, COVID-safe venue, set with at least 1.5 metre (6 feet) distance between attendees, and all the protocols for minimizing transmission observed – temperature check, sanitation, face masks, registration (for the venue's records) and all food or drinks ordered, delivered and consumed, as served. To minimize transmission of infection by handling cash, consider using an EFTPOS Tap & Pay machine (e.g. bank-provided or Square) as well as a crowdfunding platform to collect donations without having to get together physically.

APPENDIX

How to run an online meeting

Start with a common remote meeting software, test in advance. There are many free and paid meeting platforms. Many clubs use ZOOM, Skype, and GoToMeeting. All members should download the selected platform onto their computer or mobile device. One can also participate using a phone with audio only.

Brief members on the platform and the major functions that will be used e.g. for ZOOM, you can use share screen, mute, raise hand, chat, vote yes or no and breakout room functions. Identify a support person to assist as needed.

Checklist:

- ✓ Set up early and check what people can see. Avoid background distractions
- ✓ In a shared house, let people know in advance that you will be on a call so they can keep the noise down. Headphones help too.
- ✓ Make sure all members do an advanced test: check camera, camera angle, and sound; locate chat and voting options. An optional training session is also advisable.
- ✓ Set ground rules to guide the behavior of attendees. You may ask participants to log in five minutes early to connect, check their audio and video; or log in even earlier for social time. Require mute when not talking, unmute to speak. Ask speakers to state their names before speaking.

Running a successful virtual meeting (for presidents or moderators)

- Virtual meetings may need more preparation. Consider how will you deal with multiple members wanting to speak at the same time, software difficulties, including those preventing attendance, and how to take votes, including abstentions.
- Assign someone to handle any technology issues during the meeting.
- Decide on the agenda and estimate timing. Be punctual with your start and finish times. Several days before your event, send out login details, agenda, meeting times, meeting papers, etc. Resend login details again shortly before the meeting
- Guide discussion e.g., "Hello, everyone. Let's start with some introductions. Jane, why don't you go first, followed by Marie and then Margaret?"
- Encourage everyone to limit distractions, such as background noise and interruptions so they can focus on the meeting and everyone can hear what is being said.

Relax, enjoy the virtual connections, and make learning something new fun and empowering.