

Virtual Troop Meeting

How to Host a Virtual Troop Meeting via Zoom

You can still do some or all the parts of your traditional meeting with Zoom!

Zoom: www.zoom.com

Younger girls should be monitored by a parent during a troop meeting and have a 1:1 girl-to-adult ratio. Older Girl Scouts can follow the standard Girl Scout ratio for their level. Continue to adhere to the two unrelated adult volunteer rule when gathering with girls virtually, whenever possible. It's important that girls understand they are in the same safe Girl Scout space as they are with in-person meetings.

Sample Virtual Troop Meeting Agenda

- Arrival Activity (15 min)

Everyone logs in and gets their technology sorted out. Consider having a welcome question on the screen during this time for the girls to answer in the chat box or on the screen if you enable the annotation tool while everyone arrives. You may also use this time to set up expectations and ground rules, such as not using the chat log for side conversations during the meeting.

If you have older girls, have them take turns running a warmup game to open the meeting. This could be something like a trivia game, virtual get to know you, or a scavenger hunt/race to collect household items that may go along with the theme of your activity/badge work. Remind girls to use the mute button when it's not their turn to speak. Allow yourself an extra 5-10 minutes for this option as everyone gets used to the new technology.
- Opening (5 min)

Recite the Girl Scout Promise and Law, or even sing a song together. Whatever you'd normally say or sing together at the meeting of a meeting, keep it up! You can also choose to share a YouTube video of a song instead.
- Business (5 min)

You can share any news or important announcements here.
- Activity (12 min)

Make sure to brainstorm what activities your girls would be interested in for future meetings. Better yet, ask the girls what they're interested in doing to keep it girl-led. You can screenshare, so anything that you can put on your screen, like videos, pictures and more, can be part of your meeting. Feeling stuck? Join the Girl Scouts of Eastern Missouri Facebook group for some virtual inspiration.

 - Play charades
 - Get the wiggles out and have a dance party or do some simple yoga together!
 - Have a scavenger hunt for funny items around the house
 - Make a silly swap: have the girls make a swap using only items found around the house
 - Draw portraits of one another to share
 - Create a racecar from found materials

- Invite a guest speaker such as a friend or neighbor to talk about their career field
 - Share favorite recipes and create a cookbook
 - Have a share and tell session
 - Share science-at-home activities
 - Go on a virtual field trip
 - Share the best and worst things that happened today (Roses and Thorns)
 - Learn Sign Language: learn the Promise (and Law) in American Sign Language (insert video here)
 - For older girls: watch a TED talk and discuss.
 - Research a local issue in their communities and report back on it during the meeting, along with a way they can help from home, such a writing letters to nursing homes.
 - Share a favorite podcast or online game (give a review for it)
 - Have girls make short video of themselves reciting a poem, teaching a game, teaching a recipe, signing a song, showing some home-made creation, sharing a household chore tip...anything!
 - Use the Volunteer Took Kit to work on badge or journey activities
 - Girls may just want to have a space to spend time together as we all navigate this new process. You can have the girls share their feelings.
- **Closing (5 min)**
There are several options for closing your meeting. Encourage the girls to be creative!
 - A modified Friendship Circle is possible. Instead of squeezing a hand, have each girl say the name of another person in your virtual circle after she makes her wish.
 - If everyone has a camera, how about a wink and say a name? Or what about virtually high-fiving the girl whose picture was next to them? You can also call the girls' names as they give a high-five to help facilitate.
 - Share the "Make New Friends" song on YouTube.
 - Have each girl share something they admire about another Troop member.

When girls take the lead, great things happen! Even though your daily routine may have changed, Girl Scouts will always be here for you and your girls. You can be a Girl Scout anywhere, even from home. Thank you for being an awesome leader!

Before your Meeting

- Consider polling your girls to ask them what they would like to do, in order to keep it girl-led. You can use www.surveymonkey.com to create small polls.
- Host a parents' meeting first to make sure everyone understands how to use the app and to troubleshoot issues before your start time for girls' programming.
- Review and follow the Safety Activity checkpoint information [here](#) to keep your Zoom meeting safe.
- Keeping the same meeting time as your in-person meeting may be best. Although it might be tempting to hold a meeting or activity during the day, remember that girls could have schoolwork and their caregivers may be working from home or helping their other children.
- Communicate with families beforehand to make sure they have the supplies needed for the meeting.
- Ask families which skills they can lend to the troop. Perhaps someone loves to camp and can share a video of themselves demonstrating how to pack for an overnight.

Steps to Creating a Virtual Meeting on Zoom

To schedule a meeting for longer than 40 minutes please reach out to our Senior Managers of Community Engagement:

Nicole Dalton: ndalton@girlscoutsem.org or 314-400-4646

Courtney Grady: cgrady@girlscoutsem.org or 314-400-4647

*Note: Please consider at least 3 dates and times for scheduling virtual meetings.

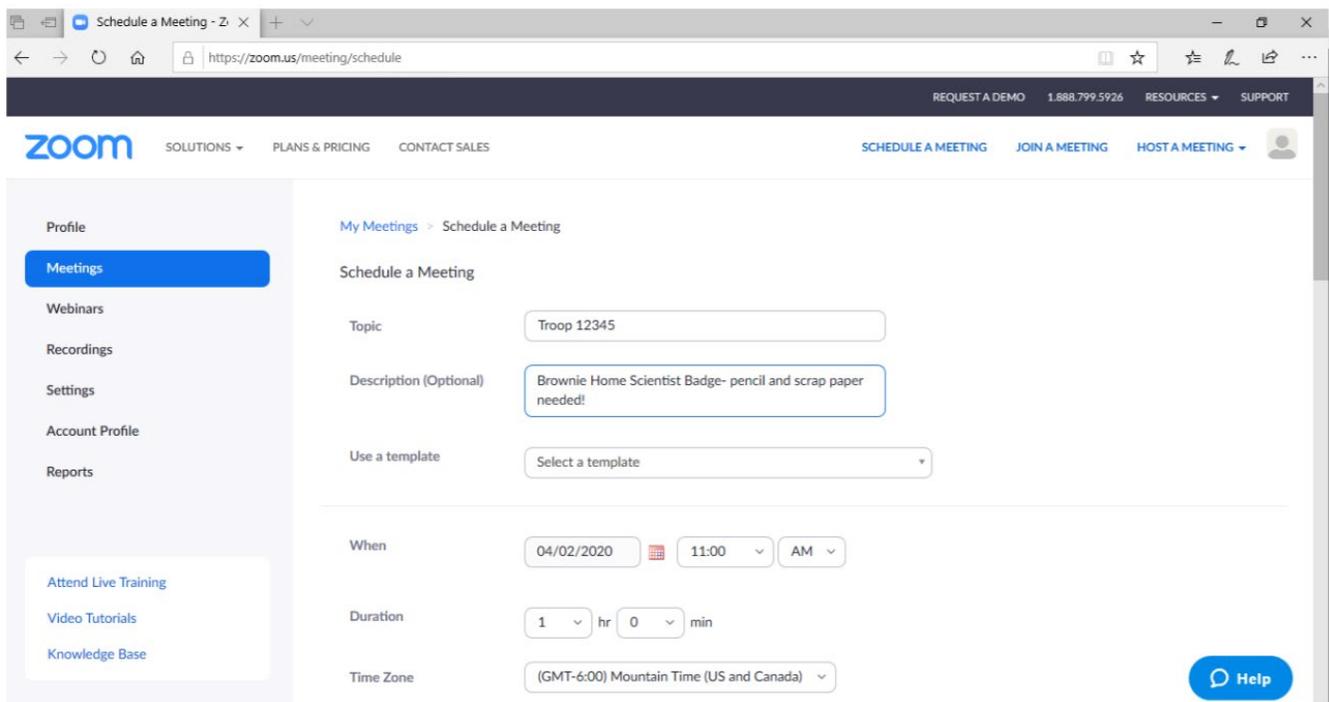
1. Go to <https://www.zoom.us/> to create a free account. After you sign up, you will receive an email to activate your account and create a password



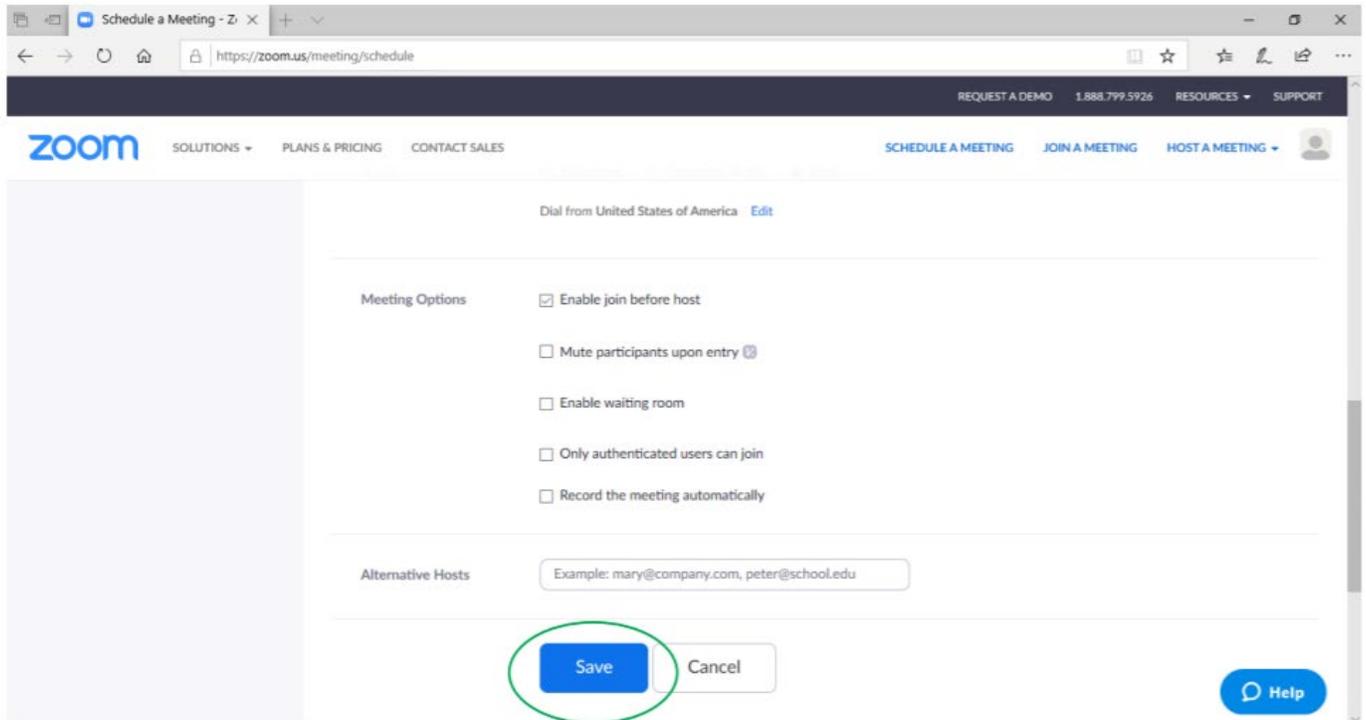
2. After signing in, click "Schedule a Meeting"



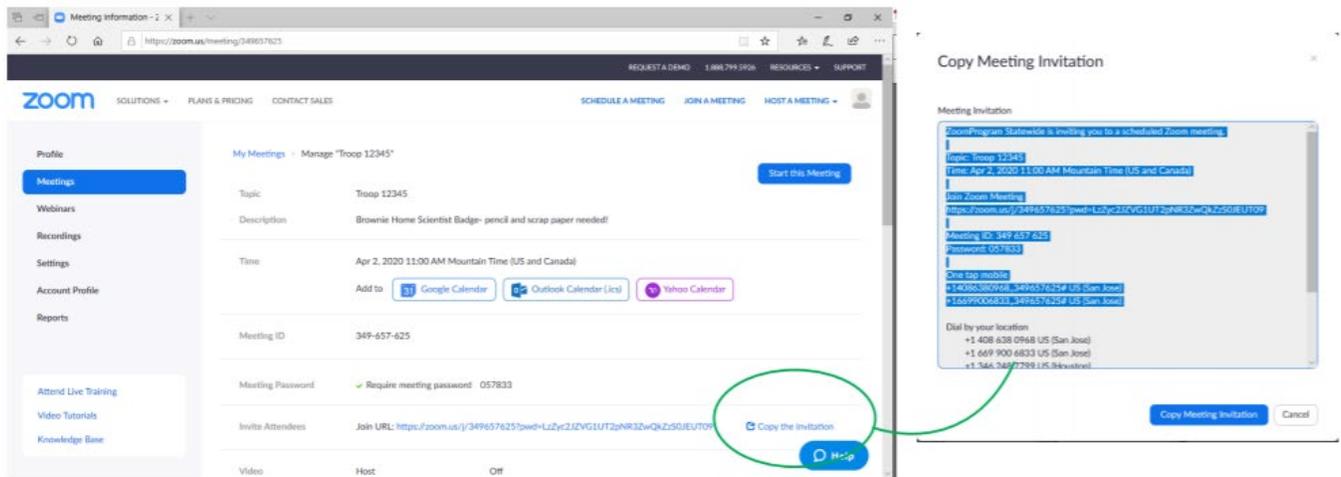
3. Fill in the details about your meeting: topic, description, time, etc. The Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. However, you can reset your time by having everyone leave the meeting and then re-join. Pro Tip: Try to start your meeting at an "odd" time if you can, like at 5:05 PM because many servers can get overloaded with virtual meetings beginning at the :00 and :30 time slots.



4. Once finished, click “Save”.



5. To send the Zoom meeting link to your Troop, click “Copy the Invitation”.



6. Once you copy the invitation, you can paste it into an email or text to your Troop. Attendees can join by desktop, laptop, tablet, or smartphone.

Tips to Get the Best Out of Zoom:

- A free Zoom meeting will allow up to 100 participants but will time-out after 40 minutes. You can set up an additional meeting and re-invite girls if you run out of time.
- Keep in mind that most girls are accessing your meeting on a phone or tablet instead of a full computer, so it might be hard to see a video or slideshow even if you're sharing your screen.
- Keep a telephone, dial-in option for your meetings for girls without internet access.
- Make sure that there is nothing on the video that identifies anyone personally or reveals an address or a physical location. Girls can also pick fun nicknames to identify themselves or use their first name only. As the host, you can also rename attendees.
- Do not record troop meetings and ask that girls do not record troop meetings.
- Make sure that girls know that screen shots taken of the group, particularly when all the girls involved are not aware that it is happening, are strongly discouraged. Girls love to take pictures and share them on social media. When done in the right manner, this is a fun and safe thing to do. However, parents, guardians and caregivers have their own feelings and personal rules in their homes about photographs and social media, particularly with younger girls, so it's very important to be respectful of that.
- Make sure the Zoom meeting is set to private so that only invitees can attend (not a public meeting space). Include a password to further protect your meeting (it can be something simple like your troop number).
- [More tips on how to protect your Zoom meetings from potential hackers.](#)

Remember, you don't have to know all the answers. What's most important is that you're open with your girls and remind them that you're all in this together, as are their Girl Scout sisters across the country. And you've all got this!