

Getting Started With Virtual Troop Meetings

Meeting with your troop virtually has never been easier, follow these tips to ensure a safe, fun and easy experience!

- **Read through [Safety Activity Checkpoints-Virtual Meetings!](#)**
 - While hosting virtual meetings, groups chats and email threads, volunteers should continue to follow Safety Activity Checkpoints for in-person troop meetings and girl communications as well.
 - During virtual events there should be 2 unrelated adults on the virtual platform with the girls.
 - Be sure to include caregivers/parents on emails to girls.
 - Ensure that girls do not use last names to identify themselves on virtual meetings.
- **Choose a Meeting Platform that works best for you. Many of our troops are using Zoom or Google Classroom. You can find links to many options [here](#).**
 - Practice setting up and holding a meeting with your co-leader to get used to the controls and timing of the meeting.
 - Pay close attention to safety precautions, always use passwords and waiting rooms if available.
 - Check out the online tutorials offered by platform providers to get the most out of the platform you choose.
 - Some platforms may have time limits for meetings, for example free Zoom Meetings have a 40-minute time limit.
 - Consider a platform that allows calls in, not all families may have access to the internet.
 - Be sure to have families test out your chosen platform *before* your first meeting!
- **Plan your virtual meeting agenda**
 - Check out the sample meeting below.
 - Focus on meeting basics. The Girl Scout Promise and Law, troop business, discussion and closing.
 - If you wish, activities can be left for girls to work on their own, outside of the virtual meeting. Let girls share work-in-progress or final products during the meeting.
 - Consider ways to include girls that may have to phone in and will not have a screen.
- **During your virtual meeting**
 - Set up ground rules at your first meeting. Include expectations, ground rules, side conversations and how to have a turn to speak.
 - Share some basics on platform functions at your first meeting.
 - Show your Girl Scout Pride and wear your Girl Scout uniforms during your meeting!
 - Find ways to continue making your troops experience girl led. Incorporate girl ideas into meeting plans, assign girls to lead different parts of each meeting or have older girls plan and lead the entire meeting.

30 Minute Sample Troop Meeting

Arrival: (5 minutes) Consider having a WELCOME QUESTION on the screen for the girls to answer either in the chat box or on screen if you enable the annotation tool.

Troop Opening: (5 minutes) Recite the Girl Scout Promise and Law, the Pledge of Allegiance, or sing a song together. Whatever your troop normally does to open your meetings can be done here!

Business: (3 minutes) You can share any news here. Review meeting etiquette rules 😊

Your Activity: (12 minutes) Work on badge or Journey activities! To make the most of your meeting time, think about what you can send the girls in advance of the meeting so that they can come to the meeting prepared.

Remember: You can screen share, so anything that you can put on your screen can be shared – like videos, pictures, and more.

Here are some specific ideas to get started:

- **Get silly:** Play charades, Taboo, or Pictionary. Have a scavenger hunt for silly items that might be around the house.
- **Get the wiggles out:** Do yoga or have a dance party together.
- **Quiet together time:** Read stories aloud or do a group add-a-Line story. If you have a Daisy troop, read a Petal story!
- **Explore STEAM:** Draw portraits of one another and share. Create a race car from found materials. Share favorite recipes and send them out for others to try. Create a cookbook, have a Top Chef Challenge, share science experiments.
- **Virtual Museum Tours:** Share your screen and take the troop on a virtual trip.
- **Learn more about each other:** Share best and worst things that happened today (Roses and Thorns).
- **Including all Girl Scouts:** Learn the Promise (and Law) in American sign language or other languages.
- **For older girls:** Watch a TED Talk and discuss. Create your own videos.

Closing: (5minutes) Close your meeting with a modified Friendship Circle or a virtual high-five with the girl next to them on screen, encourage the girls to be creative!

How To: Schedule a Girl Scout Troop Meeting Using Zoom

1. Create your personal Zoom account by going to zoom.us. Once you sign up, you'll receive an email to authenticate your account.



2. Sign in, using your email address.

Sign In

Email Address

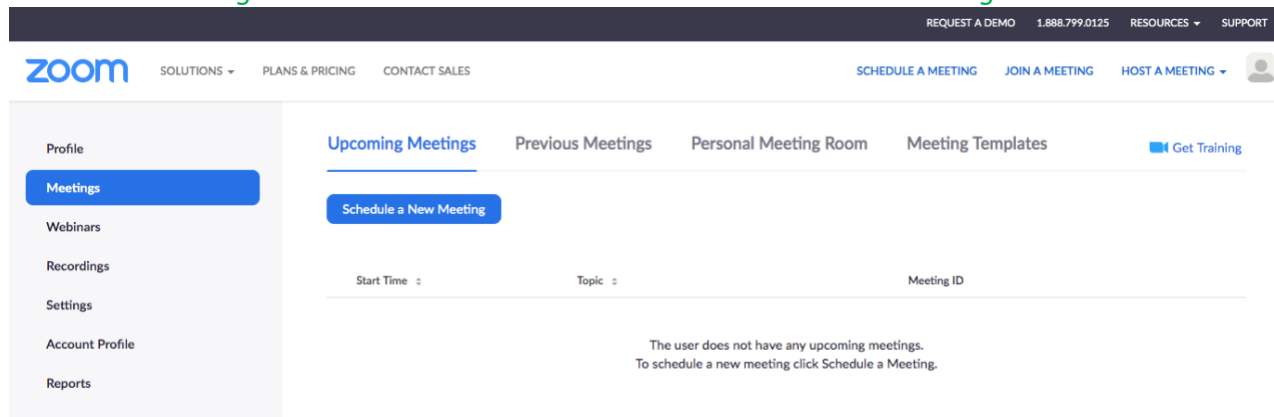
Password

 [Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in [New to Zoom? Sign Up Free](#)

3. Choose *Meetings* from the menu on the left and *Schedule a New Meeting*



4. Schedule meetings using the schedule tool. Name your meeting and add the date, time and duration password. (For your meeting to remain free, it needs to be 40 minutes or less. If you plan your troop/group meeting time for 30 minutes, you can use 5 minutes before to get ready and 5 at the end for those few last-minute comments before you close up.)

Profile

Meetings

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My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Contact [GSSNV Register](#)

Do not show this message again

Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 447 802 9557

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically on the local computer

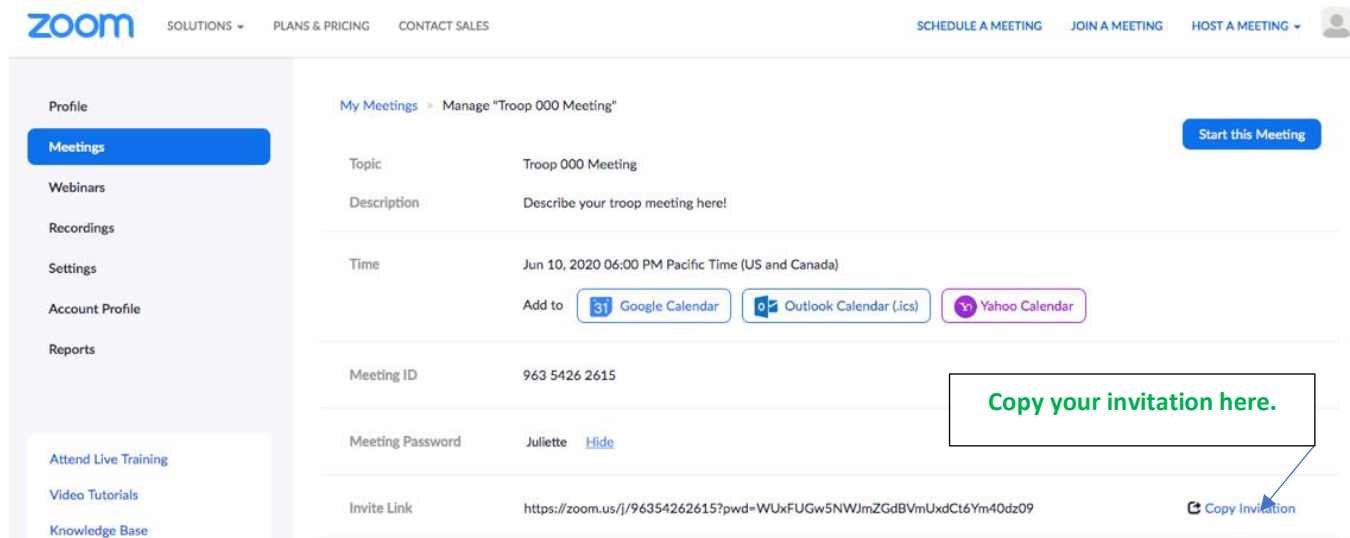
Schedule recurring meetings here.

We recommend using a password for meeting

- Enable waiting room for meeting safety!
- Breakout Rooms can be used for multi-level troops.
- If you choose to record your meeting, you must have written permission from attendees.

Don't forget to save!

5. After choosing *Save*, confirm that meeting information is correct, copy and send meeting invitation to troop members.



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

My Meetings > Manage "Troop 000 Meeting" Start this Meeting

Topic: Troop 000 Meeting

Description: Describe your troop meeting here!

Time: Jun 10, 2020 06:00 PM Pacific Time (US and Canada)

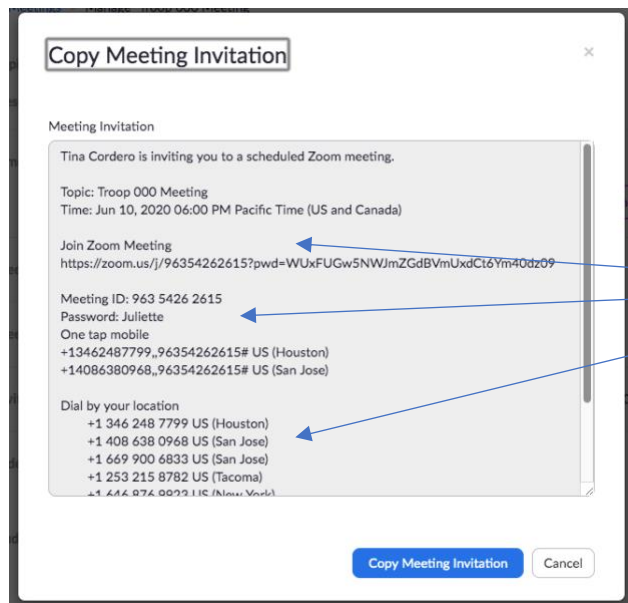
Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: 963 5426 2615

Meeting Password: Juliette [Hide](#)

Invite Link: <https://zoom.us/j/96354262615?pwd=WUxFUWw5NWJmZGdBMUxkCt6Ym40dz09> Copy Invitation

Copy your invitation here.



Copy Meeting Invitation

Meeting Invitation

Tina Cordero is inviting you to a scheduled Zoom meeting.

Topic: Troop 000 Meeting
Time: Jun 10, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/96354262615?pwd=WUxFUWw5NWJmZGdBMUxkCt6Ym40dz09>

Meeting ID: 963 5426 2615
Password: Juliette

One tap mobile
+13462487799,,96354262615# US (Houston)
+14086380968,,96354262615# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 444 874 0022 US (New York)

Copy Meeting Invitation Cancel

Pass on the Zoom link, the meeting ID, Password and the Dial by Location phone number to your attendees.

6. Log into your Zoom account prior to your meeting start time and choose *Start This Meeting*. If you chose to enable the waiting room, don't forget to allow your troop into the meeting. 😊