



# How to Host Your Virtual Girl Scout Meeting on Zoom

## What Can You Do in a Virtual Meeting?

While you don't need to use meeting time for snack or clean up, you can still do some or all of the other parts of a traditional meeting.

**The Arrival Activity:** (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.

**Opening Ceremony:** (5 minutes) Recite the Girl Scout Promise and Law, doing the Pledge of Allegiance, even singing a song together. Whatever you'd normally say or sing together, do it!

**Business:** (3 minutes) You can share any news and agenda here.

**Your Activity:** (12 minutes) This is a great time to work on badge or Journey activities. Consider sending a list of materials to the troop the day before or the morning of the meeting so that they can come in prepared to interact and you can the most of your time.

Here are some specific ideas to get started:

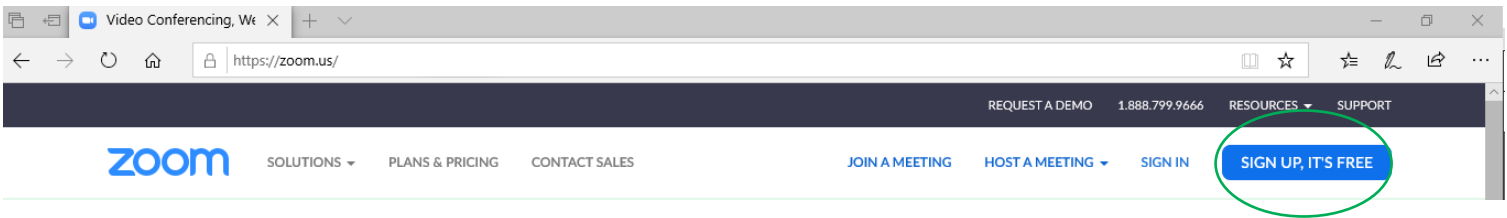
- **Get silly:** Play charades, Taboo, or Pictionary. Have a scavenger hunt for silly items that might be around the house.
- **Get the wiggles out:** Do yoga or have a dance party together.
- **Quiet together time:** Read stories aloud or do a group add-a-line story. If you have a Daisy troop, read a Petal story!
- **Get artistic:** Draw portraits of one another and share.
- **Hold a scavenger hunt:** First, mute or end the meeting, then give the girls five minutes and a list of items to find in their house or backyard. Have them show off what they found when you all re-join.
- **Explore STEM:** 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.
- **Learn more about each other:** Share best and worst things that happened today (Roses and Thorns).
- **Invite:** Have a guest speaker or subject area expert join your troop meeting to help with badge work.
- **Including all Girl Scouts:** Learn the Promise (and Law) in American sign language or other languages. Check out WAGGGS resources for international ideas.
- **For older girls:** Watch a TED Talk and discuss. Create your own videos.

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

**Closing:** (5 minutes) 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. OR if everyone has a camera, how about a wink and say a name? Encourage the girls to be creative!

# Steps to Creating a Virtual Meeting on Zoom

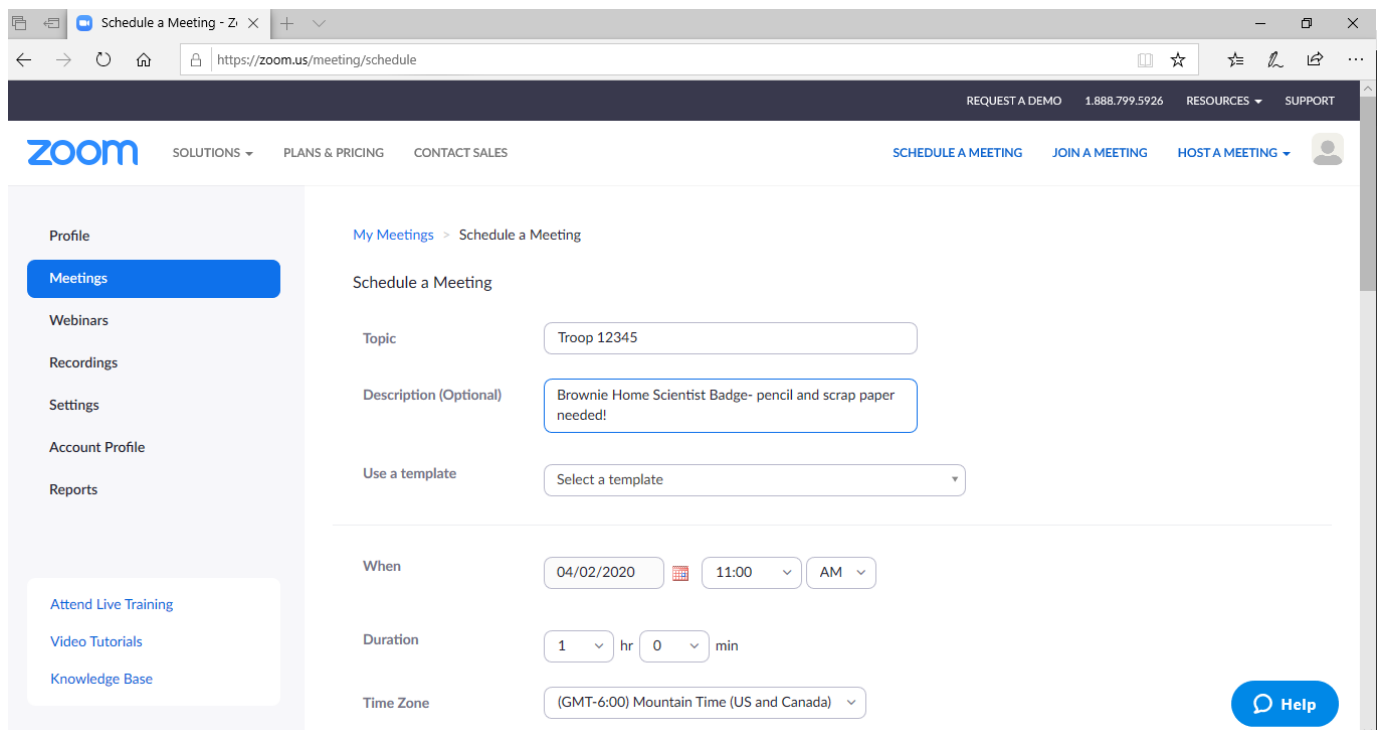
1. Go to <https://www.zoom.us/> to create a free account. After you sign up, you will receive an email to activate your account and create a password



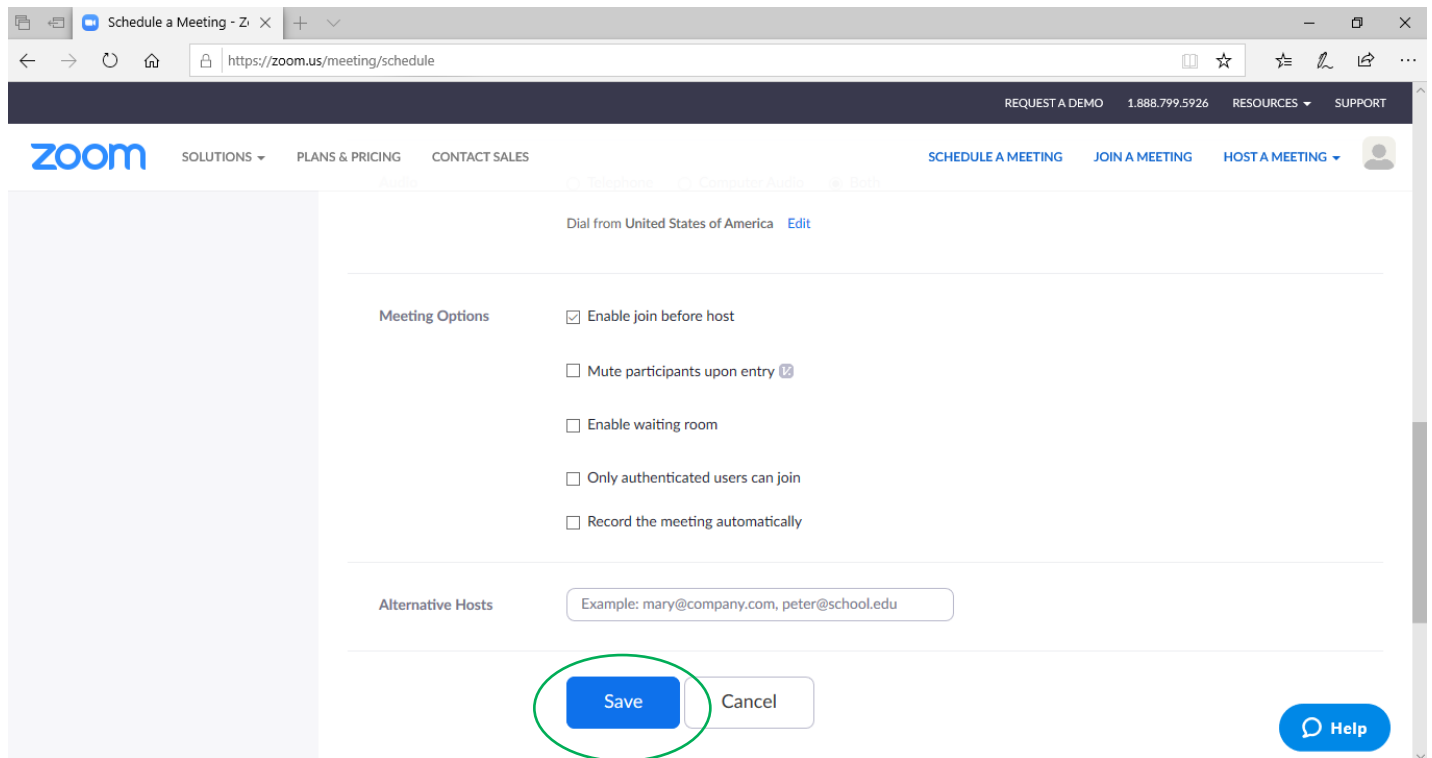
2. After signing in, click “Schedule A Meeting”.



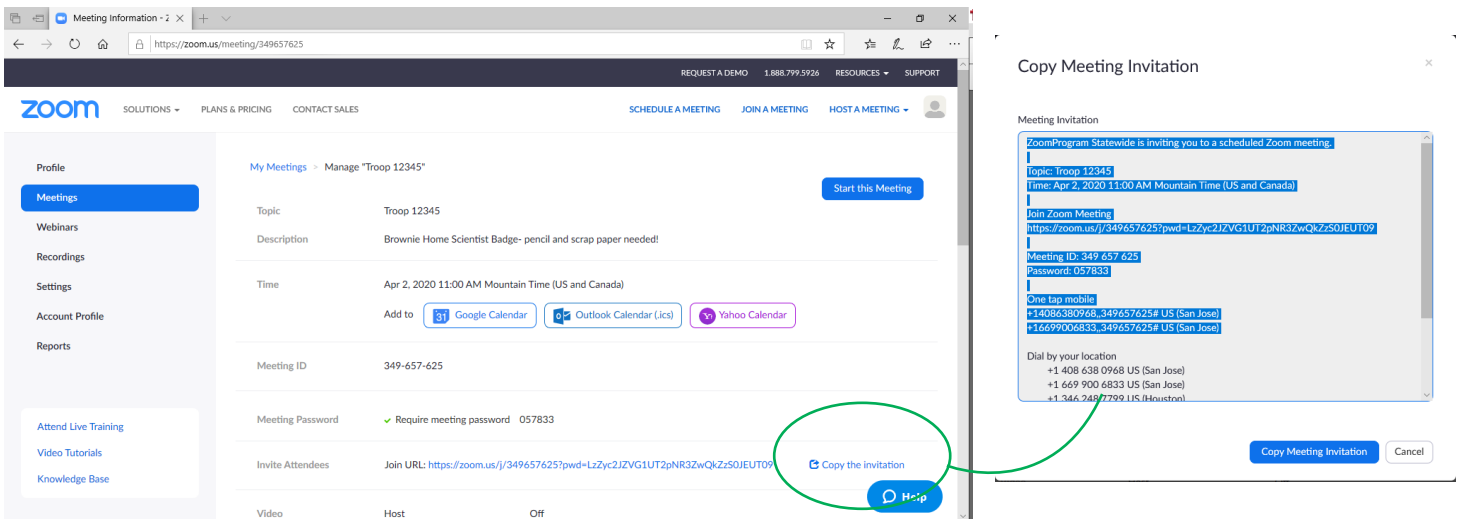
3. Fill in the details about your meeting: topic, description, time, etc. The Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. However, you can reset your time by having everyone leave the meeting and then re-join.



#### 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.

A video tutorial is also available to view here: [bit.ly/gswnyzoomvideo](https://bit.ly/gswnyzoomvideo)

## Tips to Get the Best Out of Zoom or Any Virtual Meeting App:

- 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.
- You can create a password for access to your Zoom meeting. If you are sharing the link publicly or on social media, assigning a password is a good idea for safety and privacy. If you are inviting girls/families to your meeting privately (over text or email) a password probably isn't necessary
- 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.
- 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.
- 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.
- Communicate with families beforehand to make sure they have the supplies needs for the meeting.
- Remind girls to use the mute button when it's not their turn to speak.
- Maintain troop routine and structure! Start with the Girl Scout Promise and Law, and do a virtual friendship circle and squeeze at the end. Encourage girls to wear their vest or sash!
- Poll girls on what they'd like to learn or do. Remember Girl Scouts is still girl-led!
- For technical support, use Zoom's Help Center: <https://support.zoom.us/hc/en-us>