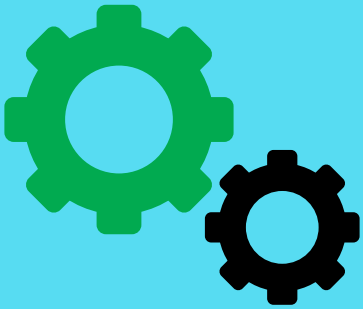


# Virtual Meetings

## SAFETY & TECHNOLOGY

With all aspects of technology, it is important to keep in mind that virtual troop meetings can be the target of unwanted intruders. Intruders may interrupt or lurk in a live virtual meeting or, more covertly, use data behind the scenes in a manner that has not been authorized or made transparent. Please follow the safety technology guidelines for virtual troop meetings.

### SET UP YOUR MEETING



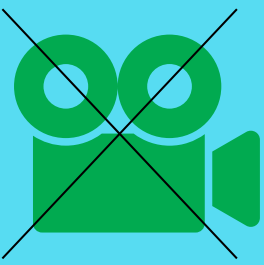
- Choose a meeting platform that is user-friendly.
- Only provide log in access to girls' caregivers.
- Ensure two registered adult volunteers are in the meeting at all times. Have one volunteer focus on interacting with girls. Have the other handle logistics, (i.e. monitor chat, take attendance, provide tech support)

### COMMUNICATE EXPECTATIONS

- Ensure that the leaders' and attendees' internet signal is strong.
- Offer a call-in option for those who cannot connect to internet.
- Set meeting controls so that you can mute or disable screen sharing by any participant.



### AVOID RECORDINGS & PHOTOS



- Do not record troop meetings and ask that girls do not record troop meetings.
- Some virtual meeting platforms offer a consent option for all participating members prior to activating the recording feature; however, most girls are minors and are not of the age to legally consent, so recording of regular recurring troop meetings is not permitted.

### COMPLETE THE INTERNET SAFETY PLEDGE

- Girls and adults will need to complete the [internet safety pledge](#) to teach, encourage and support web safety and respectful “net-iquette” while online.
- Review the Computer and Internet Use safety activity checkpoints with your girls.



### CREATE A SAFE SPACE



- Before taking attendance, have girls and adults [change their names appropriately](#). Use first names only.
- When attending a virtual meeting keep all photos in backgrounds hidden for the privacy of the families/girls that are attending the virtual meeting.

### RESOURCES

*Please check additional guidelines provided in our policy documents. For ease of use, find search feature of each document and enter "online".*

[Volunteer Essentials](#)

[Internet Safety Pledge](#)

[Volunteer Policies and Procedures](#)

[Safety Activity Checkpoint, Virtual Troop Meetings](#)