

## Virtual Meetings

Many of us have been doing more virtual meetings lately, but if you haven't led one, you might wonder if they are trickier than they look. In some ways yes, and in some ways no. They aren't hard, exactly, but there are a few things to keep in mind.

1. This is a way for us to connect, and it doesn't need to be perfect. You'll all get better at it soon.
2. Do your planning ahead of time so you can let girls and parents know if they need to have materials ready or if they need to do something ahead of time.
3. Smile and decide you're going to have fun discovering virtual meetings all together.  
*#YouveGotThis!*
4. Practice with your coleaders ahead of time.
5. Check your account settings ahead of time so that the meeting will be secure.
6. Hold a parent meeting to work out technology and set expectations
7. Send out the invitations to troop emails only—like through the VTK—so you can be sure to keep the meeting private.
8. Log in 5-10 minutes early.
9. Use names to keep it friendly, be sure to speak to each girl, and incorporate traditions.

### Sample First Virtual Meeting Agenda

- **Log in 5-10 minutes prior** to meeting start
- **Greet each person** as s/he logs in
- **Start with a welcome**, tell everyone “For this first meeting, we will only go for about half an hour,” and then, ask everyone to make their Girl Scout sign and say the Promise together.
- **Make sure everyone is in Gallery View** so everyone can see everyone on the screen. Mobile Devices will be able to see fewer faces at a time, but you can have them practice swiping to be able to see each other. **\*\*Make a group agreement with ground rules for Virtual Meetings\*\***
- **Do a check in “around the circle.”** Give the check-in a theme, like “Favorite activity when you finish your virtual school work” or “Office Mate” (a pet or stuffy who keeps them company during the day) or “#1 thing you want to do this summer.” A theme will help to focus their responses so no one takes TOO too long. **TIP:** Since each display will be in a slightly different order, one of the leaders should call each girl by name to check in. **\*\*This is a Kaper the girls will be able to do at future meetings!\*\***
- **If you have time, do a simple activity.** Perhaps your girls have a favorite song or have been working on a particular Badge or Journey. If you have time and they have the focus-ability, do a simple activity toward that. Or teach everyone how to change her name in the settings so only her first name or her “Virtual Name” shows.
- **Thank everyone for coming and do a “Closing Circle.”** Use your regular troop tradition to close your meeting: maybe the girls cross their arms (right over left) in front of them and you all sing Make New Friends or Taps, then “turn out” and say “Goodnight Girl Scouts!”
- **If girls will need supplies for your next meeting**, be sure to send the list of materials (stuff they probably have around the house) with the invitation to the next meeting. Let girls and parents know how long the next meeting will be and what you hope to do.

**Hey! You made it through the first one!! Good Job!**

## Sample Second, Third, and Beyond Virtual Meeting Agenda

- **Log in 5-10 minutes prior** to meeting start
- **Greet each person** as s/he logs in
- **Start with a welcome**, tell everyone “For this meeting, we will plan to meet for (this long),” and then, ask everyone to make their Girl Scout sign and say the Promise together.
- **Make sure everyone is in Gallery View** so everyone can see everyone on the screen. Mobile Devices will be able to see fewer faces at a time, but you can have them practice swiping to be able to see each other. **\*\*Review the group agreement you all made last time.\*\***
- **Do an activity or two from the Volunteer Toolkit (VTK)** like you would at a regular, in-person troop meeting! Remember, you might need to adapt and be flexible on how these activities are done.
- **Thank everyone for coming and do a “Closing Circle.”** Use your regular troop tradition to close your meeting: maybe the girls cross their arms (right over left) in front of them and you all sing Make New Friends or Taps, then “turn out” and say “Goodnight Girl Scouts!”

### Please remember these [Safety Activity Checkpoints](#):

- Have girls to take the [Internet Safety Pledge](#)
- Continue to adhere to the two unrelated adult volunteer rule
- Make sure that the adult volunteer troop leaders are still co-leading the virtual meeting
- Be sure to research the video conference service prior to selecting and implementing
- Make sure the virtual lines are set to private
- Make sure nothing on the virtual stream identifies a girl
- 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.
- When sharing any material developed by a third party
- Be sure that girl emails are not available to anyone but the Troop leader.