



## Preparing for Your Virtual Meeting

Girl Scouts are always prepared, whether it's a Girl Scout outing or a virtual meeting, being prepared will help things run smoothly. Here are some tips to prepare for your virtual Girl Scout meetings.



### Get to Know Your Virtual Meeting Platform

The more you master the features in your virtual meeting platform, the smoother your meetings will go. Many virtual meeting platforms offer tools to help manage meetings such as muting, hand raising, chats, screen sharing, annotation, break out rooms, etc.

There are many places you can go to learn more about your virtual meeting platform. Here are a few tips and resources.

- Ask the girls! Depending on the age of the girls, many may already know how to use some virtual meeting platforms.
- Many virtual meeting platforms will have their own how-tos and tutorials
  - [Zoom Video Tutorials](#)
- Search for tutorials on the web and in YouTube

### Choose Your Virtual Meeting Support Team



Even in virtual meetings, 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. The more adult support you have during virtual meetings, the better you can manage the room. We recommend having one main leader and at least one additional facilitator, you may need more for larger groups. Discuss the roles with your team beforehand. They might look something like this:

- **Main Leader** - Main speaker, presents information, shares content
- **Facilitator 1** - Assists the main leader by keeping track of participants: search for raised hands, unmute/mute girls as needed, etc.
- **Facilitator 2** - Takes notes, manages questions in chat

#### Tips:

- If you will be sharing a presentation, videos, or other resources, make sure all facilitators have a copy ready, in case one facilitator has technical difficulty.
- Establish preferred name to address leaders in meetings (Leader Kim or Miss Kim).
- If a leader has a daughter in the troop, she should be on a different screen, if possible. This way the leader can focus on presenting and the girl can experience the meeting like the rest of the troop.



## Decide the Frequency and Length of Meeting

Decide on when and how often you will meet. You can take a survey to find out what meeting times will work best for your troop.

- Keeping the same meeting time as your in-person meetings 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.
- Meeting frequency may depend on the work your troop is doing. If they are actively trying to complete a badge over the course of several meetings, once a week may be good. However, if the girls in your troop are very busy, perhaps you may need to meet every other week.
- Be flexible, sometimes the frequency and days will need to change. Try to have meetings when the most girls in the troop can join.

Keep in mind the duration of the meeting. Younger girls may have trouble staying engaged in longer meetings. If you have an older, larger troop, you may need to have a longer meeting, to make sure you have enough time. Recommended virtual meeting length:

- **Daisy** – (25 –30 min)
- **Brownie** – (30-35 min)
- **Junior** – (40 –45 min)
- **Older girls** – (1 hour)

**\*Note:** Keep in mind, some Virtual Meeting platforms, like Zoom, may have time limits.

### Practice!



Practice is key to being prepared and will help your virtual meeting run smoothly.

- **Practice with the virtual meeting platform you are using**
  - Know the features available (hand raising, chats, screen sharing, annotation, break out rooms, etc.)
  - Know how to share your screen (allow/disallow others to share)
  - Know how to “manage the room” (mute/unmute)
- **Practice with your virtual meeting support team**
  - Make sure you and your team can get into the meeting with the links and passwords you provide the girls
- **Practice your meeting content/materials**
  - The more you know the content the easier it will be for you to focus on the girls in the meeting

**Remember:** There are going to be mistakes, there will be technical difficulties, it won't be perfect. “Whether it's with the new tech or ideas that will keep girls engaged remotely. Allow yourself the fumbles. Things won't always run smoothly, you won't always get to do what you wanted, but you can be creative with giving the girls different opportunities. Be gentle with yourself and the girls, and keep trying new things!” - Talena Gray, Daisy Troop Leader

Learn more from [The Trailhead: How to Host a Virtual Girl Scout Troop Meeting](#).