

# Basic Service Unit Meeting Plan

## Arrival/Snacks/Start Up

Consider adding some kind of self-directed activity volunteers may do if they arrive early. The activity should not require a lot of time to complete and little if any, clean up.

Possible examples:

- A photo album with pictures of past and recent SU events to look at.
- Put out index cards and provide a single topic (e.g. "something my troop did that I am proud of" or "how I get adults to help in my troop"). Ask them to write down one of their best practices or recent activities. Don't forget to include this later in the activities section of the meeting!
- Snacks - people bond over food!
- A voting station/drop box for a choice between different kinds of SU events.

If you make this part fun, volunteers will tend to be on time!

## Opening

Have an official start to the meeting - invite troops to lead a flag ceremony, or just begin with the Girl Scout Promise and Law.

## Business

Have an agenda, print it, and stick to it. Keep it short and simple, give them only what is necessary, and don't list information that could have been sent in an email.

## Activity

Activities that leaders can implement with their troops are the most popular and will tend to get more people to attend the meetings. Utilize a short & snappy, or show the volunteers craft/game/journey ideas. Breakout discussions and table topics are great ways to encourage collaboration.

## Closing and Clean Up

Bring the group back together. Ask them what the most valuable thing they got from the meeting was. Give them the time and date for the next meeting. Thank them for coming, and invite them to stay and help with clean up!

# Effective Volunteer Support Meetings

## A Welcoming Atmosphere

- Assign a team member to welcome people as they enter.
- Use small groups where possible and appropriate.
- Be sure to include an ice breaker and/or introductions.
- Provide childcare if possible.
- Use name tags.
- Provide beverages and snacks if appropriate.
- Thank and acknowledge troop and team volunteers.

## Engaging the Audience

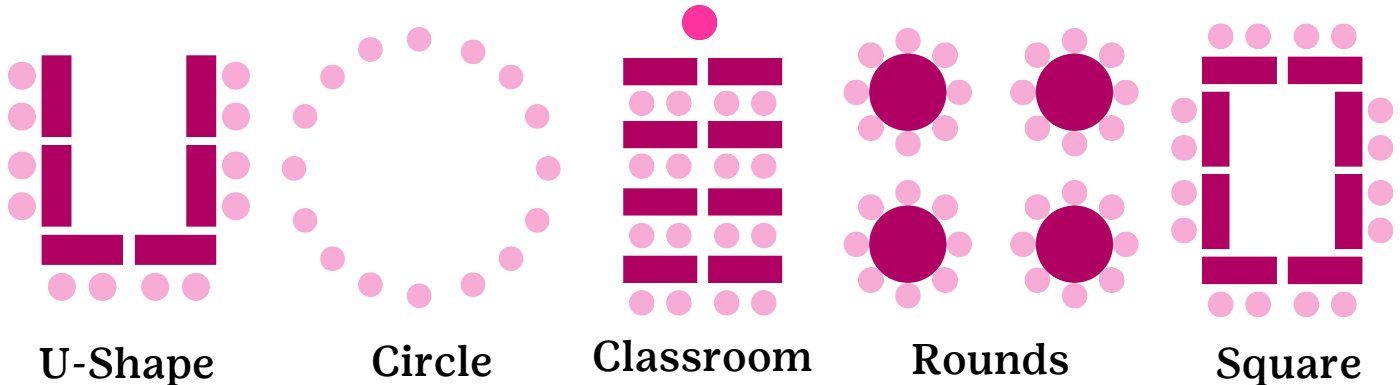
- Use timely themes to ensure meeting content is relevant.
- Make sure the meeting is interactive and not just an info dump!
- Identify and address learning needs.
- Consider table set-up and volunteer grouping.
- Use round-table topics to facilitate discussion.
- Give them "tools for their tool belt" - ideas they can use with their troops.
- Invite guest speakers.
- Keep news and updates brief.

## Productive Meetings

- Send out reminders.
- Provide printed information in place of long-winded verbal updates.
- Provide contact information for follow-up questions.
- Publish important and time-sensitive information publicly for anyone who was unable to attend.
- Allow time for Q&A.
- Keep to designated times.
- Facilitate discussion with group breakouts by level.

# Tips for Great Meetings

## Table Layout Options



Select a table layout that works for your intended activity. Facilitated large group discussion is best in circle and u-shaped layouts, whereas rounds can be used for small group breakouts and classroom is best for guest speakers.

## Preparing for Your Meeting

1. Identify your meeting's purpose and ensure your location and table availability and layout will suit your needs.
2. A catchy title and theme will help increase attendance!
3. Include short trainings and something volunteers can share with their troops.
4. Schedule and plan:
  - a. Notify your attendees.
  - b. Recruit team members to help.
  - c. Gather materials.
5. Create an agenda.
6. On the day:
  - a. Arrive early.
  - b. Be organized.
  - c. Manage the atmosphere - steer away from negativity and follow-up for more in depth answers rather than allowing the agenda and timeline to be hijacked.
  - d. Create a welcoming environment including name tags and icebreakers.
  - e. Recognize and thank those who attended.

# Sample Agenda - Volunteer Meeting



## Service Unit XXX Volunteer Meeting Agenda

Important Dates:

Contact Information:

Our next meeting:

Date:

Time:

Theme:

### Agenda

1. Icebreaker (5 minutes)
2. Flag Ceremony (5 minutes)
3. Welcome and introductions (5 minutes)
4. Business and news (10 minutes)
5. Main activity - THEME (30 minutes)
6. Program level breakout session - discussion topic (15 minutes)
7. Q&A (10 minutes)
8. Clean Up (5 minutes)
9. Closing ceremony (5 minutes)