



Tips & Tricks for Facilitating Virtual Troop Meetings

Below is a list of helpful tips and tricks to guide you through the world of Virtual Troop Meetings. Find resources on what to do before, during, and after your meetings, as well as information on how to complete Just for Fun activities.

Before the Meeting

- Get familiar with the online platform you are using
 - Click [here](#) to visit the Girl Scouts at Home webpage and look under “Resources for Troop Leaders/Caregiver/Community.” Information about Zoom, Skype, and more are available.
- Communication
 - Contact your troop members via preferred form of communication to see who will be attending your meeting. This will help ensure everyone gets the correct information about meeting time, needed materials for the meeting, etc.
- Read over all activities you will be completing together
 - It is also beneficial to send out activity instructions to all meeting participants to ensure they can get all the materials ready, parents/guardians will be more comfortable joining in to help, and everyone will know what to do in case there are technical difficulties during the meeting.
 - Review material list and see what substitutions can be made in case participants do not have them.

During the Meeting

- Establish Virtual Troop Meeting Rules
 - Troops already follow their own sets of rules when they meet, so why not expand to the virtual world!
 - GSHPA staff use the following techniques during weekly virtual troop meetings
 - Keep all participants muted while leaders/facilitators are speaking.
 - Establish a hand signal, such as the Girl Scout hand sign, that girls can hold up in their screens to show they are ready to listen.
 - Utilize the chat to ask/answer questions. Have a co-leader or parent/guardian monitor the chat during the meeting.
- Social Time
 - Have a few minutes in the beginning and/or end where girls can talk, chat, and interact with one another.
- Suggested Schedule for 1-hour Meeting

○ 5-5:05—Enter meeting, allow time for girls to join call
○ 5:05-5:10—Opening Ceremony, Promise & Law
○ 5:10-5:15—Introductions, discuss agenda
○ 5:15-5:30—Activity, something to get girls moving
○ 5:30-5:45—Activity, something to get girls together and focus
○ 5:45-6—Closing, answer any questions, talk about activities, propose an activity for everyone to do at home that week, end with a motto that signifies the end of your meeting.

After the Meeting

- Take 5-10 minutes to review or reflect on how the meeting went. If applicable, write down any changes you'd like to make for next meeting.
- Visit the Girl Scouts at Home webpage [here](#) for more ideas and resources to use during meetings or anytime you want your Girl Scouts to be engaged.
- Join the Program Team Q & A
 - Drop in on our Program Team Q & A session on Zoom to ask additional questions
 - Available Tuesday's from 2 – 3 PM and Thursday's 11 AM – 12 PM
- Join a Virtual Troop meeting
 - To get a feel for how a troop meeting is facilitated on Zoom, register for any of the Virtual Troop Meetings being offered Monday through Thursday.

How to Facilitate the Just for Fun Activities

- The “Just for Fun” activities can be found on the Girl Scouts at Home webpage.
- These activities are written to be self-guided. Ideally, girls can read through the activity and confidently complete it independently.
- If you want to facilitate one of these during a troop meeting, here are some tips:
 - Read through it first
 - Check the materials list
 - Feel free to substitute any materials with ones you have on-hand. Communicate this to all participants in your meeting beforehand.
 - Send it out to participants
 - Download and send the activity guide OR instruct participants where to find and download it themselves.
 - Read out the activity in steps while the girls are completing it.

Message from the Program Team

When in doubt, email your Volunteer Support Coordinator or Member Services (MemberServices@gshpa.org) and we will work together to ensure all your questions are answered!