



VIRTUAL TROOP MEETING TEMPLATE

The purpose of this template is to provide you with suggested outlines for your Virtual Troop Meetings (VTM).

The first resource goes over an agenda of what we have found to work for the VTM’s that GSHPA Staff has facilitated, and the second resource will guide you in coming up with a detailed plan for your Virtual Troop Meetings.

Outline for a Virtual Troop Meeting Agenda

Meeting Goal: Provide information on what the goal of the meeting will be. A short sentence will do!

Time	Part of the Meeting	Description	Supplies	Who will Lead?
11 - 11:05	Enter Meeting	Give everyone a chance to enter the meeting room	N/A	Troop Leader Name
11:05 - 11:10	Opening Ceremony	Girls and Leaders will recite the GS Promise and Law	Optional: Screen share the words to GS promise and Law	Group Led
11:10 - 11:15	Business Circle	Introductions/Welcomes Go over agenda	Optional: Screen share the agenda	Troop Leader Name
11:15 - 11:25	Activity 1	Provide short instructions for Activity	List supplies needed for activity	Troop Leader Name
11:25 - 11:35	Activity 2	Provide short instructions for Activity	List supplies needed for activity	Troop Leader Name
11:35 - 11:40	Closing	Discuss details for next meeting/Answer questions Optional: Sing a song together!	Optional: Screen share lyrics to song	Troop Leader Name



VIRTUAL TROOP MEETING AGENDA

Meeting Goal:

Time	Part of the Meeting	Description	Supplies	Who will Lead?

Coming up with a Virtual Meeting Plan for a Badge

Badge Overview: List the requirements for the badge you will be working on - this will help keep on track and give an overview of the goal.

Activities Overview: Adapting activities for badges to be done virtually can be tricky. Use the Volunteer Toolkit (VTK) and other resources you normally utilize as a starting point. List out all of the activities you plan to do to earn the badge; this gives you a nice visual of what you will be doing and also help you decide how you would like to organize the meetings.

Before Meeting #1: Create a list of tasks you'll need to do before the first meeting. You can always skip this step for now and come back to it once you've created the rest of a meeting Plan.



Activities for Meeting #1: List out the activities you'll be doing for the first meeting. You can utilize the table above for this.

Meeting #1: Create a detailed agenda for yourself and the other leaders of the order of events and instructions for the activities you'll be doing. The table above will be a good starting point, but you may want to provide more details for yourself in this section. Be sure to talk about what the girls will be doing at the second meeting, and let them know if they will need to come prepared with anything.

Before Meeting #2: Create a list of tasks you'll need to do before the second meeting. You can always skip this step for now and come back to it once you've created the rest of the meeting plan.

Activities for Meeting #2: List out the activities you'll be doing for the first meeting. You can utilize the table above for this.

Meeting #2: Create a detailed agenda for yourself and the other leaders of the order of events and instructions for the activities you'll be doing. The table above will be a good starting point, but you may want to provide more details for yourself in this section. Be sure to talk about what the girls will be doing at the second meeting, and let them know if they will need to come prepared with anything.

Meeting #1 Email Template: Planning ahead and creating email templates to send out to your troop parents and girls may save you some time and help you stay organized with what will be happening in each meeting. Below are some examples of templates you can use, please feel free to edit these to what fits your troop best:

Hello!

Our troop will be working on the **INSERT BADGE NAME** at the next meeting on **DATE, TIME**. Here is the link to access the meeting: **INSERT LINK**

Before the meeting, please have your Girl Scout come prepared with: **INSERT MATERIALS THEY MAY NEED TO COMPLETE ANY ACTIVITIES**

Thank you and see you at our Virtual Troop Meeting!

Meeting #2 Email Template:

Hello!

Our troop will be working on part two of **INSERT BADGE NAME** at the next meeting on **DATE, TIME**. Here is the link to access the meeting: **INSERT LINK**

Before the next meeting, please have your Girl Scout come prepared with: **INSERT MATERIALS THEY MAY NEED TO COMPLETE ANY ACTIVITIES**. **OPTIONAL:** I've encouraged the girls to bring a snack to the next meeting so we can all snack together!

Thank you and see you at our next Virtual Troop Meeting!