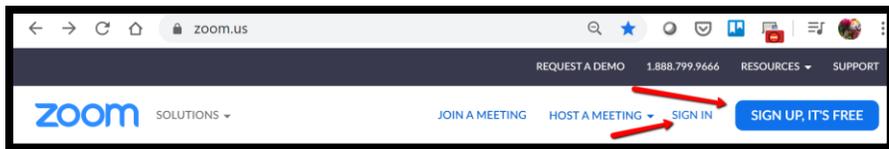
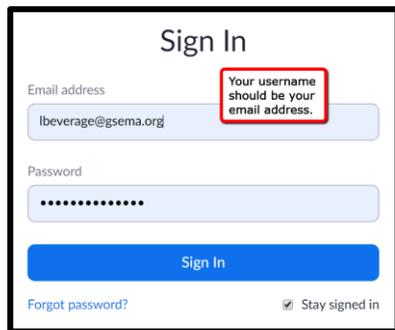


Hosting Your Own 30 Minute Virtual Girl Scout Meeting Using Zoom

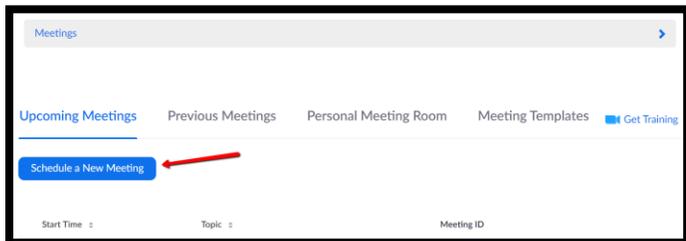
1. Create your personal Zoom account by going to zoom.us. Once you sign up, you'll receive an email to authenticate your account.



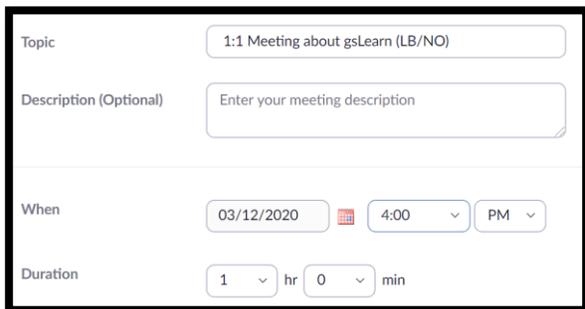
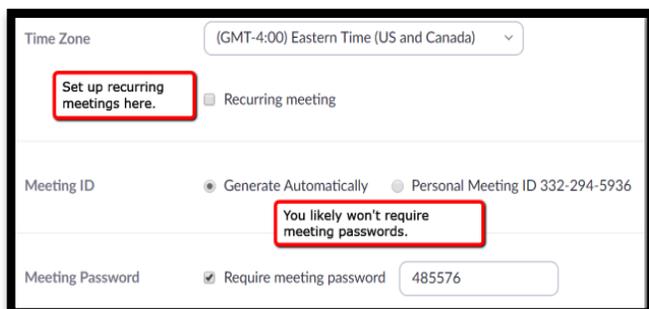
2. Then sign in



3. You'll land on your page for scheduling and launching your virtual meeting.

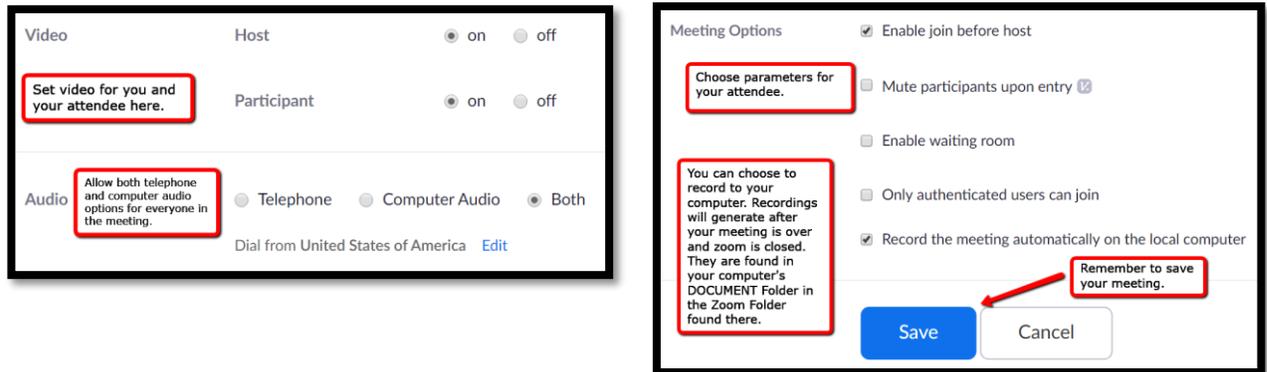


4. **Schedule meetings using the schedule tool.** Name your meeting and add the date, time and duration. (For your meeting to remain free, it needs to be 40 minutes or less.)
Pro tip: Schedule your troop/group meeting time for 30 minutes, you can use 5 minutes before to get ready and 5 at the end for those few last minute comments before you close up.

5. Set meeting parameters.

While hosting virtual troop meetings leaders should continue to follow the [Safety Activity Checkpoints](#) for in-person troop meetings and girl communication. This means that during virtual events there should be 2 unrelated adults on the virtual platform with the girls. We also recommend that you enable the waiting room and don't allow girls to join before both adults are on the meeting. That can be done by disabling the "enable join before host" option and enabling the waiting room.



With the rise of virtual teleconferencing security concerns (see the recent [FBI warning](#)), Girl Scout volunteers should take precautions to prevent meetings from falling victim to hijacking attempts. Zoom is a fully encrypted platform with industry [leading security protocols in place](#). For a detailed guide on how to secure your meetings, check out [Zoom's official security recommendations](#). Overall, the best practices for securing your meetings are as follows:

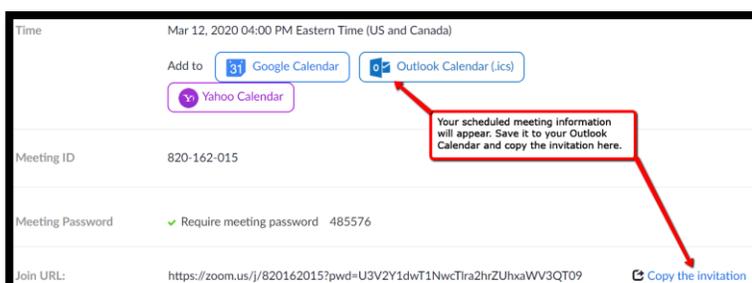
- Make all conference meetings password protected. Discourage sharing meeting links on public-facing platforms.
- Enable/Assign a Co-Host that has the same administration duties while the administrator/host presents.
- Disable the Allow Removed Participants to Rejoin option, which prevents those kicked off the call to come back.

For even more meeting security, you can:

- Disable all non-host screen sharing capabilities, making sure screen share capabilities remain host-only.
- Enable the "Waiting Room" feature, which allows hosts of the meetings to see participants in a virtual staging area so they can be vetted before joining.

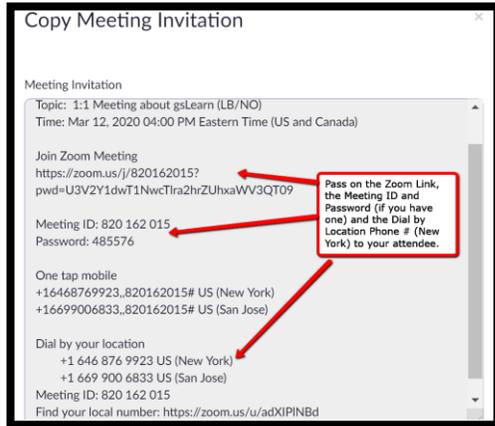
Just know that the second set of recommendations may make it more difficult for actual invited participants to share appropriate content in your meeting.

6. Save your meeting to your calendar.



5. **Send the Zoom Meeting Link to your Troop/Group attendees.** They can join zoom with desktop, laptop, tablet, or smartphone. If they don't have audio/microphone capabilities, they can dial in via phone and watch on another device. Cameras are not a must, but they are great to have and make the experience more engaging and fun.

Once three (or more) people are there, the clock on your 40 minutes begins to tick. So before your meeting starts, be sure that there are not more than you and one other person, (maximum) in the space. You can always reset your time by having an everyone leave the room and then reenter.



Staying Safe Online

We know that this is a challenging time for Girl Scouts—staying home from school away from friends is a significant change in their routine that can make them feel disconnected. At Girl Scouts, we are fortunate to be able to continue offering the same quality programming to girls virtually for at-home troop experiences.

The unique and far-reaching Girl Scout sisterhood experience will help us stay connected during these unprecedented times, but nothing is more important than ensuring the health and safety of girls, whether they're engaged in a real-world activity or exploring online.

As your Girl Scout activities start use of the Internet, be sure to consult this [online safety checklist \(PDF\)](#). Then have all participants sign the [Girl Scout Online Safety Pledge \(PDF\)](#).

While hosting virtual troop meetings, group chats, and email threads, volunteers should continue to follow the Safety Activity Checkpoints for in-person troop meetings and girl communication. This means that during virtual events there should be 2 unrelated adults on the virtual platform with the girls. When communicating with girls via group chat or email, ensure that you are including their parent on emails and have 2 unrelated adults on group chats.

Another fun and impactful way to start online safety conversations with your girls is to complete the [Google Fiber – Digital Upstander Patch Program](#). This program prepares girls with skills to help them navigate the digital world and helps them know how to take action against online bullying as they become an upstander! Our National Program Portfolio also features Cybersecurity Badges for all levels. To learn more about these badges check out the [badge explorer](#) and sort the list by "STEM" in the "Topics" dropdown menu. Additional online safety resources can be found at [Netsmartz](#).

What Can You Do in a Virtual Meeting?

While you don't need to use meeting time for snack or clean up, you can still do some or all of the other parts of a traditional meeting. You may also want to record each meeting so that girls who were unable to attend can view at a later date and so that you have a transcription of the chat log.

The Arrival Activity: (5 minutes) Consider having a WELCOME QUESTION on the screen for the girls to answer either in the chat box or on screen if you enable the annotation tool.

Opening Ceremony: (5 minutes) Recite the Girl Scout Promise and Law, doing the Pledge of Allegiance, even singing a song together. Whatever you'd normally say or sing together... do it!

Business: (3 minutes) You can share any news and agenda here.

Your Activity: (12 minutes) This is a great time to work on badge or Journey activities! Think about what you can send the girls the day before or the morning of the meeting so that they can come in prepared to interact. That helps you make the most of your time.

Here are some specific ideas to get started:

- **Get silly:** Play charades, Taboo, or Pictionary. Have a scavenger hunt for silly items that might be around the house.
- **Get the wiggles out:** Do yoga or have a dance party together.
- **Quiet together time:** Read stories aloud or do a group add-a-Line story. If you have a Daisy troop, read a Petal story!
- **Get artistic:** Draw portraits of one another and share.
- **Explore STEM:** Create a race car from found materials. Share favorite recipes and send them out for others to try. Create a cookbook. Have a Top Chef Challenge. Share science experiments.
- **Learn more about each other:** Share best and worst things that happened today (Roses and Thorns).
- **Including all Girl Scouts:** Learn the Promise (and Law) in American sign language or other languages. Check out [WAGGGS](#) resources for international ideas.
- **For older girls:** Watch a TED Talk and discuss. Create your own videos.

Remember: You can screen share, so anything that you can put on your screen can be shared – like videos, pictures, and more.

Closing: (5minutes) A modified Friendship Circle is possible! Instead of squeezing a hand, have each girl say the name of another person in your virtual circle after she makes her wish. OR if everyone has a camera, how about a wink and say a name? Encourage the girls to be creative!

Remember: Personal Zoom accounts have a 40-minute meeting limit. If you have a larger troop and need a longer meeting time, submit a [Zoom for Troops and Service Units Request Form](#) to schedule your meeting using GSCTX's paid account.