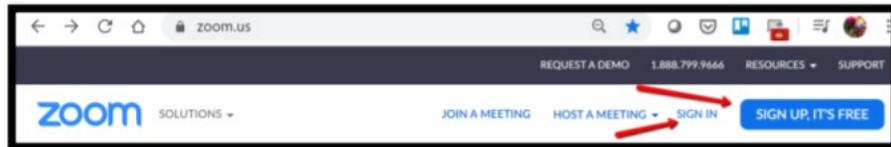


Hosting Your Own 30-Minute Virtual Girl Scout Meeting Using Zoom

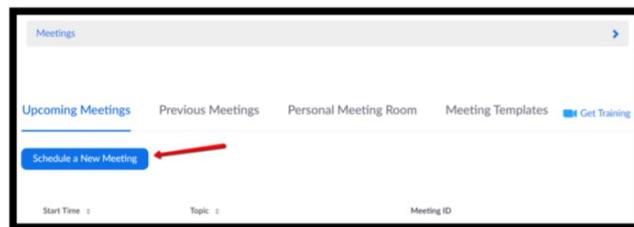
1. Create your personal Zoom account by going to zoom.us. Once you sign up, you'll receive an email to authenticate your account.



2. Then sign in

A screenshot of the Zoom Sign In page. The title is 'Sign In'. There are two input fields: 'Email address' with the value 'lbeverage@gsema.org' and 'Password' with masked characters. A red box highlights the email address field with the text 'Your username should be your email address.' Below the fields is a blue 'Sign In' button. At the bottom, there are links for 'Forgot password?' and a checkbox for 'Stay signed 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. If you 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.*)

Topic

Description (Optional)

When

Duration hr min

Time Zone

Set up recurring meetings here. Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 332-294-5936

You likely won't require meeting passwords.

Meeting Password Require meeting password

Video Host on off

Set video for you and your attendee here. Participant on off

Audio **Allow both telephone and computer audio options for everyone in the meeting.** Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Choose parameters for your attendee. Mute participants upon entry

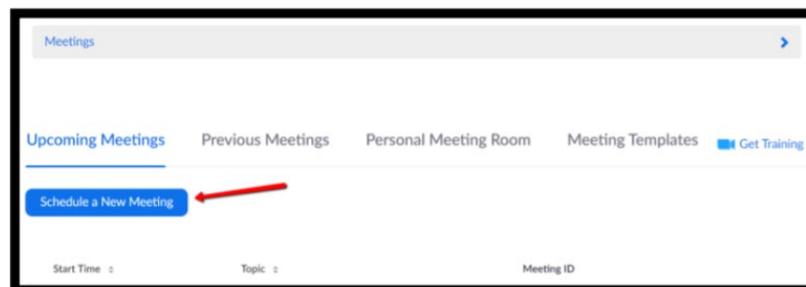
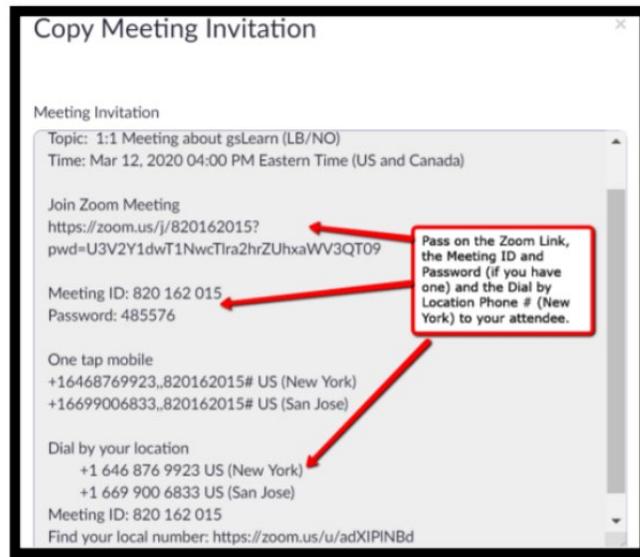
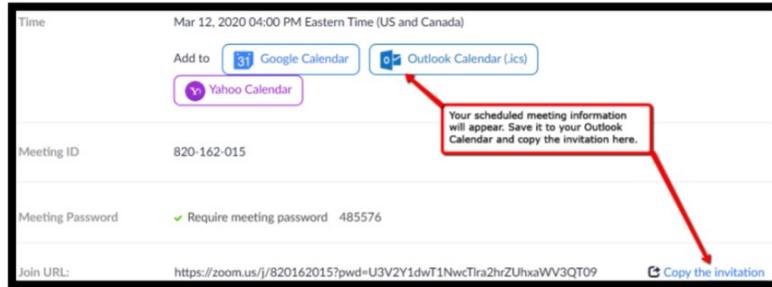
Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

You can choose to record to your computer. Recordings will generate after your meeting is over and zoom is closed. They are found in your computer's DOCUMENT Folder in the Zoom Folder found there.

Remember to save your meeting.



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.
6. 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 everyone leave the room and then reenter.

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.

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: (5 minutes) 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, put in [Zoom for Troops request](#) to use GSEMA's paid account.