



Parent/Caregiver Meeting Agenda

Meeting Length: 30-60 Minutes

While you're welcome to put your own unique spin on this meeting, following this format will ensure the most relevant information is communicated clearly and that everyone's on the same page.

For more information and preparation tools, check out the "Intro Meeting" plan in the Volunteer Toolkit.

Welcome and Introductions (10 mins)

- Leader introductions (share why you volunteer your time with Girl Scouts) and go over dates/times/frequency and locations of upcoming meetings
- Have caregivers introduce themselves and share expectations for this year of Girl Scouting

Discover the Girl Scout Difference (15-20 mins)

- Explain our mission as well as the Girl Scout Promise and Law
- Discuss how our girl-led, hands-on, collaborative program helps girls take risks, dream bigger, and gain important skills—all while having fun and making friends
- Share overview of your year plan—including which badges, journeys, special trips, and outdoor adventures the troop may participate in

Family as Part of the Formula (10 mins)

- Explain how you'll be engaging parents in their girls' Girl Scout lives by keeping them in the loop on what the girls are doing and learning during each meeting
- Encourage them to let their daughters "be the expert" at home, explaining or teaching a new skill she's learned to the rest of the family—the *Family Tip Sheet* will help them do it
- Let them know there will be special events throughout the year for families to share with their girl and celebrate all they're achieving with the troop

Get them Hooked on Helping (10 mins)

- Using the *Make Her Experience Memorable* guide from the Volunteer Tool Kit, point out that spending just a little time to help can make a big impact
- Secure adults to help with organizing and managing the calendar for troop snacks, the carpool schedule, and the troop phone tree or social media page—all activities that can take as little as 15 minutes per week
- Encourage caregivers to consider other leadership opportunities listed—emphasize they're not just welcome to lend a hand, they're *wanted*

Money Matters (10 mins)

- Outline costs to parents and caregivers (sash or vest and other supplies needed for the year)
- Explain dues expectations, and how they'll be used to support the troop
- If participating in the Girl Scout Cookie or the Fall Product Program, explain how money raised benefits the troop, and briefly go over the five critical skills girls will develop in the process

Wrap It Up (10-15 mins)

- Make sure everyone has your phone and email, knows the troop number, and has all the information about the next troop meeting (date, time, location and any supplies the girls will need to bring).
- Collect forms then leave time for questions, concerns, and simply to get to know people better
- Friendship Circle*
- Ask caregivers to post the Girl Scout promise and Girl Scout Law where they and their Girl Scout girl(s) can see and review them together at home
- The next troop meeting is _____
- See you next soon!

*NOTE: You may choose to have the parent meeting occur at the same time as the girls' troop meeting. This can be a great way to maximize everyone's time. If you decide to do this, it is helpful to have the meetings happen in different rooms, especially for Daisy troops. To ensure a great (and safe) meeting for the girls, reference the girl and adult ratios in Volunteer Essentials and the New Leaders' Guide to Success; schedule the appropriate number of adults to work with the girls while you are conducting the parent/caregiver meeting.

If your girls have been enjoying their troop meeting at the same time as the parent/caregiver meeting, you can include the following in your Wrap Up.

- Invite girls and caregivers to form a circle, cross arms, and then join hands. Then, close the meeting with a Friendship Squeeze. First, ask if one of the girls would like to start the Friendship Squeeze. If needed, use the Quiet Sign to get everyone settled.

SAY:

- Think of a silent wish that you would like to pass along.
- Once you get the wish and the squeeze passed to you, then you'll use your right hand to squeeze the hand of the friend next to you and it will travel all around the circle.
- The last person to have her hand squeezed will say, "Goodbye, Girl Scouts."
- Ready?

Ask the girl who volunteered to start the Friendship Squeeze. After the squeeze has gone all the way around the circle, the girl who began the squeeze says, "Goodbye, Girl Scouts."

- Now everyone raise your joined hands and twist clockwise out of the circle so that everyone is untwisted and facing away from the circle.
- Remember to keep your Girl Scout promise and Girl Scout Law where you can see them and practice at home.
- The next meeting is _____
- See you next time!

After the Meeting (all year)

Follow up with a thank you, then keep the conversation going all year via email, in-person chats, and/or social media. Updating caregivers on troop activities helps them feel more invested and gives them a chance to build on their girl's experience at home.