Earn the Daisy Outdoor Art Maker Badge with a Virtual Troop Meeting!

**Daisy Outdoor Art Maker Online Badge Activities:**

*Check out the slide deck for your virtual meeting: [gsnw.gl/doanvm](gsnw.gl/doanvm)*

(When you share your screen with the girls during your meeting, be sure to click “Present” so they see the full screen.)

Click on this link to open the slide deck and review the activities. The slide deck should include everything you need to lead an online troop meeting and earn the badge. It has a variety of interactive activities that you can do with your girls that are shared through YouTube videos. (Just click on the arrow in the center of the image to play the video, and the girls can see it too!) Some of the requirements for this badge may ask that the girls complete some activities at home after the meeting, and those are discussed right in the slides. You should try to review the slides before your meeting if possible, so you are familiar with the activities and any supplies needed.

One of the activities in this plan (Butterfly craft) has a few supplies needed. When you send out your meeting invitation, be sure to let girls know what supplies they should have prepared for the online troop meeting. They are things most girls likely have at home. If anyone does not have these supplies available, no worries—girls can just watch along, and do the hands-on portion later if they wish. Most of the meeting activities require no supplies!

**Butterfly craft supplies:**
- Coffee Filters
- Washable markers
- Water (dropper is helpful if you have one)
- Pipe cleaner (A twist tie could be used in a pinch, to form the wings)
Using Zoom to host your meeting:

1. **Create a Free Zoom account.** Visit [www.Zoom.us](http://www.Zoom.us) to get started. It is very simple, and the website will walk you through all the steps.

2. **Set up a Zoom meeting.** *(This is done by going to Meetings -> Schedule a Meeting -> then, enter all the necessary information-> > Click Save.)*

*** For full information on how to set up your meeting securely and safely, follow these best practices recommended by the ZOOM site: [https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/](https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/)

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**Schedule a Meeting**

- **Topic:** Troop 3000 Brownie Meeting
- **Description (Optional):** Join me for our Brownie troop meeting by using Zoom. This will work with phones, tablets, or your personal computer. If you do not have an internet connection you can call in too.

- **When:** 03/31/2020 1:30 PM
- **Duration:** 0 hr 0 min
- **Audio:** Telephone, Computer Audio, Both
- **Meeting Options:** Enable join before host, Mute participants upon entry, Enable waiting room, Only authenticated users can join, Record the meeting automatically on the local computer

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***Important*** This meeting outline is for a one-hour meeting, and free zoom meetings are restricted to 40 minutes or less. Some troops may elect to just do shorter meetings and break the meeting plan into two different dates. Another good option for this is to take a 5-minute break mid-point. The leader would just click “end meeting for all” on their toolbar at the break. Then, 5 minutes later, everyone can just click on the original join meeting link again, and the meeting will restart, giving you another 40-minute session.
3. **Contact your troop members and let them know about the meeting.** Provide the date and time, as well as the link for them to register (if you set it to require pre-registration) or join if no pre-registration is required. After you set up your meeting, you can copy the meeting link from the "Invite attendees" section. Send your meeting links via email or text, rather than posting on social media or other public forums to increase security.

In your communication, also let girls/families know about any supplies they should plan to have on hand. (You may wish to do a trial meeting for parents first, just to make sure their technology works and they know how to login.)

![Meeting Details](image)

4. **When you are ready to start your meeting, open the slide deck you wish to use.** Then, in another tab, go into Zoom, and open your meeting. Zoom is very easy to use, but here are some simple tips you may find useful:

   - When the meeting opens, click on the “Share” icon in the middle of the page. Select the window you wish to share, (google slide presentation) and then check the tiny box at the bottom of the screen sharing window that states "share computer sound." You can also select to share your screen by clicking on the green box/arrow icon on your tool bar.
   - To access the tool bar at any time, hover over the green bar, showing your meeting ID number.
   - To start your video, click on the video camera icon on the tool bar.
   - You can mute yourself using the microphone on the tool bar.
   - If you are not seeing video images of all the girls, hover on the top video thumbnail you see, and click on the 2 lines (looks like an equal sign.)
   - If you are not seeing your toolbar or all parts of your screen, hover on the video thumbnail you see and click on the box w/arrow labeled “exit minimized video”.

5. **As the girls join, encourage them to click on the video camera icon on their toolbar, and use their video as well!** This is important for connection and keeping everyone engaged. (As the organizer, if someone is creating disruptive noise, you can turn a participant’s microphone and video off by clicking the camera or microphone icon on their video thumbnail.)

6. **Go through each slide with the girls and do the activities together!** For the video slides, just click the arrow on the embedded videos to play, and the girls will see them too!

**Enjoy your virtual meeting!**