

# Parts of a Meeting

Younger girls feel comfortable with a familiar structure to the meeting so they know what to expect. Older girls may prefer a more flexible meeting format. An agenda helps a meeting run smoothly. Girls, in partnership with adults, should have input into the agenda. Girls can also decide who will be responsible for the various parts of the meeting. Most meetings include the following parts:

## **1) Pre-meeting/Startup Activity (5 to 10 minutes)**

- girls can do alone or in pairs as they arrive
- planned, but informal; sets a comfortable climate
- an "expandable" game
- setting up room or equipment

## **2) Opening (5 to 10 minutes)**

- coming together of all girls to begin the meeting
- call to order with quiet sign
- have girls get into troop/group government system for age level
  - Daisy Girl Scout circle, (page 48, Guide for Daisy Girl Scout Leaders)
  - Brownie Girl Scout Ring (Guide for Brownie Girl Scout Leaders)
  - patrol, executive board or town meeting for Junior, Cadette and Senior Girl Scouts
    - (page 41-43, Guide for Junior Girl Scout Leaders)
    - (page 14-15, Guide for Cadette and Senior Girl Scout Leaders)
- Girl Scout Promise, flag ceremony, song, or all of these
- brief sharing time

## **3) Business and Planning (10 to 20 minutes)**

- time for girls to take active role in managing the troop by contributing ideas, making choices, planning, evaluating
- girl-adult partnership in action
- girls use form of government appropriate to age
  - Daisy Girl Scout circle
  - Brownie Girl Scout ring
  - town meeting, patrol system, executive committee for older girls

## **4) Major Activity (20 to 40 minutes)**

- endless possibilities based on interests of girls
- time for fun, growing, doing, making things happen
- begin with getting acquainted, learning about Girl Scouting
- work on patches, badges, and interest projects
- activities from handbook
- outdoor experiences, trips, service, songs and games, art projects
- ceremony, special event, or get-together with another troop or group

## **5) Clean-Up and Closing (5 to 10 minutes)**

straighten room and put away materials (A Girl Scout leaves a place cleaner than she found it.)

- wrap up meeting/activity: Did we...? Were we...? Should we...? (finish, share, see, feel, etc.)
- reminders for the next meeting
- brief ceremony: song, Girl Scout Promise, Friendship Circle, etc.

# Meeting Plan Worksheet

Pre-Meeting/Start-Up Activity \_\_\_\_\_ minutes

Opening \_\_\_\_\_ minutes  
(Develop the same way to open each meeting.)

Business/Planning \_\_\_\_\_ minutes

Major Activity \_\_\_\_\_ minutes

Clean Up/Closing \_\_\_\_\_ minutes  
(Develop the same way to close each meeting.)

## Questions to Consider When Planning

- 1) Who is responsible for each part of the meeting? (leader, co-leader, girl)
- 2) What will you (or girls) need to prepare before the meeting?
- 3) What supplies or equipment are needed?
- 4) Approximately how long will each activity take?
- 5) What extra activity might you include if the meeting moves faster than anticipated?
- 6) Will girls all participate together? In sub-groups?
- 7) What growth/learning do you hope will take place?  
(skill development, personal growth in areas of the four program emphases)
- 8) What choices/decisions will girls be making?
- 9) How will leaders and girls evaluate the meeting?

# Troop Meeting Plan Worksheet

Date:

Location:

Use this worksheet to develop specific plans for individual troop meetings.

	<b>Time</b>	<b>Activity</b>	<b>Supplies</b>
<b>Start-Up</b>			
<b>Opening</b>			
<b>Business</b>			
<b>Activity</b>			
<b>Clean-up</b>			
<b>Closing</b>			

## Sample Daisy Girl Scout Meetings

The following pages contain suggestions for your first few Daisy Girl Scout troop meetings. The *Daisy Girl Scout Leaders' Guide* is your basic resource. These plans are a supplement to help you get started. Feel free to change or modify the activities to meet the needs and interests of the girls in the troop. Notice that the suggested activities focus on the Promise and the Law in preparation for the investiture ceremony. Activities are keyed to the four program emphases.

For planning future meetings, it may be helpful to use weekly themes. They could be based on the worlds of interest or on activities suggested by the girls. Five-year-olds don't always respond to the question, "What do you want to do?" So it is important to gather ideas from comments the girls make during sharing time or during the meeting. Keeping notes about girls' ideas can give you suggestions for many additional projects and activities.

There is no specific snack time included in these meeting plans. Depending on the time of day you meet, you may wish to include snacks weekly or on special occasions. Snack time can be a part of sharing time, after the main activity, during pre-meeting activity, or any other part of the meeting depending on the needs of the girls. It's best to schedule snacks for the same time if they are included weekly. On special occasions, however, it's sometimes best to save snacks for last.

Each activity is given an approximate time frame. These are merely guidelines to help you in planning. If girls are really enjoying a particular activity, there is not need to stop. However, five-year-olds have a fairly short attention span; so it is important to plan for many different kinds of activities during a meeting. Longer activities should include small pieces geared to their attention span. No single activity should last longer than ten minutes. Variety and creativity are especially important for Daisy Girl Scouts.

# Daisy Girl Scout Meeting #1

**Theme** Getting To Know You . . . You're Special

## Materials Needed

- ✿ name tags
- ✿ crayons or washable paint
- ✿ paper
- ✿ pencils, markers, scissors
- ✿ yarn
- ✿ *Daisy Girl Scout Leader's Guide*

## Pre-Meeting Activity

Let each girl make a name tag and decorate with a thumbprint. This is a good experiment that requires just fingers, paint, paper, and a pencil, and demonstrates how a print is made. Even strokes of color are painted over a thumb or finger, which then is pressed carefully on paper without blurring. Girls may need to experiment until they get the right amount of paint. Ask them to "imagine" what the shapes are like and draw additions to the thumbprints. Let them try antlers, tails, legs, or feelers to create whatever they see in the prints. A stamp pad can also be used for these prints, but make sure it has washable ink. Instead of paint, try crayons. They make good prints and are washable, too.

## Opening

Play a get-acquainted game such as the Ball Toss Name Game. Stand in a circle. Have each person say her name and have the group repeat her name. Start the game by tossing a bean bag, Kooschball®, or Nerf Ball® to one person in the group, saying her name as you throw the ball. That person then calls out the name of someone else in the group and tosses the ball to her. Continue playing until all the girls know each others' names.

Another good get-acquainted rhyme/song is "Willoughby Walloughby Woo"

Willoughby Walloughby Woo, an elephant sat on you  
Willoughby Walloughby Wee, an elephant sat on me  
Willoughby Walloughby "Wecky," an elephant sat on "Becky"  
Willoughby Walloughby "Wio," an elephant sat on "Tio," and so on for each girl  
(Purple Respect Myself & Others)

## Sharing

Read the Girl Scout Promise found on page ten of the leaders' guide. Ask questions such as, "What is a promise?" "Do you make promises to help someone at home?" "Do grownups make promises to you?" Help girls begin to learn the Promise by asking them to repeat it one line at a time.

(Daisy Blue Center - Promise)

## Activities

Play the Five Senses Game. Each person takes a turn and says, "With my eyes I see a (finish the sentence with something they see)." or "With my ears (nose, hands, tongue) I hear (smell, feel, taste). . . Take turns using things you can actually see, hear, etc. Then try it using your imagination. "What I really wish I could see (smell, feel, taste) is. . ." The answers can give you some ideas for activities for future meetings.

(Yellow Friendly & Helpful)

## Closing

**D - A - I - S - Y**

Print these letters on cards with the letter "Y" printed on a different color of paper. Post letters for girls to see. The

person who says "Y" is out and we all say good-bye to her.

Continue until only one person is left.

(Violet Be a sister to every Girl Scout)

## Daisy Girl Scout Meeting #2

**Theme** Getting To Know Girl Scouting

### Materials Needed

- ✿ paper (small and large)
- ✿ *Daisy Girl Scout Leader's Guide*
- ✿ crayons
- ✿ *Daisy Girl Scout Storybook*

### Pre-Meeting Activity

Play "Daisy to Daisy" on page 90 of the leaders' guide. For variety, add, "nose to knee," "elbow to earlobe," etc.

### Opening

Sing "There Was A Girl Scout" to tune of "B-I-N-G-O."

There was a Girl Scout long ago, and Daisy was her name-o

D-A-I-S-Y --- D-A-I-S-Y --- D-A-I-S-Y

And Daisy was her name-o

(Yellow Friendly & Helpful)

### Sharing

Talk with the girls about how everyone is the same and yet is unique. We all have hair, but some have brown, black, blond or even red hair. Ask questions: "What does everyone have two of?" "How many teeth do you have?" "How many teeth have you lost?" Help each girl feel special about who she is, and explain that Girl Scouting is for all girls, everywhere.

(Purple Respect Myself & Others)

### Activities

Read "The Story of Juliette Low," *Daisy Girl Scout Storybook*. Encourage girls to ask questions as you read. After you finish, ask girls to repeat some of the stories about Juliette Gordon Low. They can also act out parts of the story they liked.

(Violet Be a sister to every Girl Scout)

Draw (or copy) a large daisy on white paper for each girl. Ask them to draw a picture of something they would like to do at meetings on each petal. If the girls ask you for suggestions, talk about the parts of the promise or law or a setting they might enjoy by saying, "Draw something that would be fun to do outdoors, or an art project, or learning about people." They can draw their face in the center of the daisy. Be sure to keep a record of everyone's ideas to help you plan future meetings.

(Yellow Friendly & Helpful)

### Closing

Say the Girl Scout Promise. Then, have the girls get into a circle, join hands and sing:

Good-bye Daisies,

Good-bye Daisies,

Good-bye Daisies,

We'll see you next time.

Then all raise hands as you run into the center of the circle and shout together, "Good-bye Daisy Girl Scouts!"

(Violet Be a sister to every Girl Scout)

## Daisy Girl Scout Meeting #3

**Theme**                    Getting To Know One Another

### Materials Needed

- |   |                        |
|---|------------------------|
| 🌀 <i>My Daisy Girl Scout Activity Scrapbook</i> | 🌀 crayons              |
| 🌀 <i>Daisy Girl Scout Leader's Guide</i>        | 🌀 <i>Sing Together</i> |
| 🌀 <i>Sing Along Songbook</i>                    | 🌀 scrapbook            |

### Pre-Meeting Activity

Let the girls choose a game they play at home or at school for today's pre-meeting activity. If they cannot remember any, sing "Old MacDonald Had A Farm." Let everyone have a turn to suggest an animal.

(Yellow Friendly & Helpful)

### Opening

Sing the song, "We Are Daisy Girl Scouts," found in the *Sing Along Songbook* and *My Daisy Girl Scout Activity Scrapbook*, page 12.

**-- or --**

Sing the song, "Make New Friends," found in *Sing Together*, and make up action motions for it.

(Violet - Be a sister to every Girl Scout)

### Sharing

Say the Girl Scout Promise. Read the Girl Scout Law and talk about "being friendly and considerate." You might ask the questions: "What does it mean to be a friend?" "Who is your best friend?" "Do you like to play with your friends?" "What do you play together?" "Can you have more than one friend?"

(Yellow Friendly & Helpful)

### Activities

Have the girls complete appropriate pages in *My Daisy Girl Scout Activity Scrapbook*. Suggested activities in the scrapbook are, "This Is My Name Design," page 8, or, "This Is My Daisy Girl Scout Leader," page 9. Be careful not to do more than one or two pages at any one meeting. Review pages 74-80 of the *Daisy Girl Scouts Leaders' Guide*.

(Purple - Respect Myself & Others OR Magenta - Respect Authority)

### Closing

Do the Girl Scout handshake on page 41 of the leaders' guide.

(Violet - Be a sister to every Girl Scout)

## Daisy Girl Scout Meeting #4

**Theme** Getting Ready for Investiture

### Materials Needed

- ✿ handkerchief
- ✿ paper and markers
- ✿ *Daisy Girl Scout Leaders' Guide*

### Pre-Meeting

Drop a handkerchief. Everyone laughs out loud until it touches the floor. Then everyone must be perfectly quiet. Give everyone a chance to release the handkerchief.

(Spring Green Considerate & Caring , Violet Be a sister to every Girl Scout)

### Opening

Practice saying the Girl Scout Promise together.

(Daisy Blue Center - Promise)

### Sharing

Before the sharing time, you will want to decide on the general plan for the investiture. See ceremonies, pages 10-11 of this packet and page 34 of the leaders' guide. Using the Daisy Girl Scout Circle, choose songs, games, or other activities to use at this ceremony. Help everyone understand that every idea is a good idea. For beginning Daisy Girl Scouts, voting on choices can sometimes cause hurt feelings, so try to include as many of the ideas as possible. You might ask, "What song does everyone like to sing?" If more than one song is suggested, could you plan be changed to include two or more songs? "What game shall we play?" Again, maybe there could be more than one game. Girls could also choose what snack to have, or a theme.

(Spring Green Considerate & Caring , Violet Be a sister to every Girl Scout)

### Activities

Make invitations, decorations, name tags or other items to use at the investiture ceremony.

(Green Use Resources Wisely)

### Closing

Practice the song the girls have chosen to sing for the investiture.

(Orange Responsible for what I say and do)



## Daisy Girl Scout Meeting #5

### **Theme** Investiture Ceremony

This meeting follows the same format as the four previous meetings. If you wish, the investiture ceremony can be the entire meeting. Be sure to remember the short attention span of five-year-olds.

### **Materials Needed**

- \* Daisy Girl Scout pins
- \* beginning certificates
- \* *Daisy Girl Scouts Leaders' Guide*
- \* decorations
- \* refreshments
- \* items for activity choices

### **Pre-Meeting**

Girls help their guests make name tags, set up decorations, or other activity.

(Orange Responsible for what I say and do)

### **Opening**

Sing a song or play a game chosen by the girls.

(Orange Responsible for what I say and do)

### **Sharing**

Ask guests and girls what they like to do when they have time to do anything they choose. You might start off by giving suggestions the girls would understand -- "color, draw a picture, go to the park." The suggestions that parents/guardians give can help you discover activities with which they might help the troop. For example, if adults like to read, maybe they could do a story time at a meeting; if they like to cook, they could help girls make a snack.

(Yellow

Friendly & Helpful)

### **Activities**

Investiture Ceremony -- See page 42 of the leaders' guide and ideas for actual ceremonies in this handout. This ceremony should include presenting girls with the Daisy Girl Scout pin, beginning certificate, and/or other items, saying the Girl Scout Promise, and other activities the girls have chosen.

(Daisy Blue Center - Promise, Orange - Responsible for what I say and do)

### **Closing**

Do "Daisy Girl Scout Band," page 97, or the "Touching Game," page 121, of the leaders' guide. Or you could do another fun activity in which the guests can participate with the girls. (Yellow Friendly & Helpful)