

Prepare for a Parent Meeting

1. Action Items:

- a. Make a list of some simple troop rules.
- b. Decide what day, how often and duration of troop meetings.
- c. Select a meeting location such as a school, church, business or other public building. Having the meetings at the Leadership Team's homes is highly discouraged. It's easy for the girls to be distracted by other things going on at home.
- d. Decide about collecting troop dues - how often and how much. The troop will need money to purchase things during the year, so troop dues will be necessary. The troop will earn money when they participate in Product Sales. More on Product Sales later.

2. Set the Parent Meeting:

- a. After deciding on the details of the Parent Meeting, send notices to each parent.
- b. Ask parents to RSVP whether they will attend or not.
- c. Invite a member of your Service Unit Team, or your local Retention staff team, to attend in case parents have questions that you may be unable to answer.

3. Prepare a handout with the items from #1 above for each parent and discuss each item at your Parent Meeting.

4. At the Parent Meeting, recruit help for troop management. The Volunteer Toolkit (VTK) has information about how parents can help under the "Meeting Overview"

5. After the Parent Meeting:

- a. Send the information that was discussed and decided on to each parent.
- b. Put your meeting day, time and location into the MyGS portal
- c. If a parent was unable to attend, schedule a time when you can meet with them.
- d. A staff member or your Service Unit Troop Coach will contact you after your parent meeting to check in and help you with next steps!