

Meeting Plan Worksheet				
	What Will We Do	Who Will Do It	What Will We Need	Notes
Start up or Pre-meeting Activity	Pre-meeting activity: will keep the "early arrivers" busy while you finish preparing. Also provides transition from school (or home) to troop meeting.			
Opening	Flag ceremony, or other ceremony, songs, games, refreshments, etc. Signals the beginning of the meeting.			
Business	Planning for future meetings, attendance, dues, announcements, etc.			
Activity	Badgework, craft, hike, trip, etc. The main part of the meeting.			
Clean Up	Girls and adults work together to clean up the meeting place.			
Closing	Essential to end the meeting-- to give it closure. Try a flag or other ceremony, friendship circle, song, recognitions, etc.			

\* Take time at the end of each meeting to evaluate how things went and make adjustments for your next meeting!