

Troop Meeting Spaces

When you are ready to start meeting with your troop, your first step is to decide when and where your troop will meet regularly. As the troop leader, it is helpful to pick the initial time, date, and location for your Troop meetings and update the [Troop Catalog](#) so interested Girl Scouts and families can commit to joining your troop.

Remember: you can update your troop catalog listing if your meeting time or place ever changes!

Troop Catalog



When?

Date



Consistently meeting on the same day of the week can be helpful when planning out the year.

Time



Consider other commitments your Girl Scouts may have after school and when they might have reliable transportation to and from meetings.

Frequency



Your troop can meet once a week, once a month, or twice a month —how often is up to you and your troop members. Most troops meet once or twice a month for 1.5-2 hours.

Where?

A meeting place needs to be in an environment that allows for comfortable participation for all Girl Scouts. On the next page, you'll find a few things to keep in mind about choosing a meeting space including information on safety, inclusivity, availability, cost and more.

Not sure where to start looking for a meeting space?

Your service unit volunteers could be a big help as they often have local knowledge and experience!

To get you started, we have compiled a list of potential meeting locations for you to explore in your area:



- Libraries
- Community centers
- Schools
- Places of worship
- Local parks / park shelters
- Recreation centers
- Girl Scouts River Valleys locations
- Childcare facilities (after hours)
- Club rooms in grocery stores or craft stores
- Town halls
- Local lions group club room
- VFW meeting rooms
- Fire department meeting spaces



Some other things to consider:

Safety



Your location must be safe, secure, clean, properly heated/cooled, and free from hazards with all exits clearly marked. For outdoor locations, make sure there's a nearby shelter you can gather under in case of inclement weather.

As part of Girl Scouts, troop members are insured! Find proof of insurance here: <https://gsrv.gs/insurance>

Proof of insurance



Representation



Safety not only means physical safety but also emotional safety. Reflect on where you are meeting. Is it an inclusive space that everyone would feel comfortable being in? Would all members of your troop feel respected and represented in that space?

Availability



A meeting space might need to be reserved well ahead of time, so plan ahead! Have a backup plan in case your usual meeting location is unavailable.

Cost



Utilize free or low-cost spaces if you can! As part of the Girl Scouts organization, you might be eligible for reduced, non-profit rates. Find our certificate of exemption here: <https://gsrv.gs/ST3>

Certificate of Exemption



Accessibility



Your meeting space should be easy to get to as well as get into. Is your space (including restrooms) ADA compliant? Be sure to accommodate any Girl Scouts or adult members of your troop that have a disability. Consider transportation access to your meeting location. Is the location near public transportation? Is there adequate parking for those who drive? Are there bike racks for those who bike?