

## **Zoom Meeting Consent for Adult-Only Meetings**

**Dear Girl Scout Leaders, Service Unit Managers, Committee Chairs, and more,**

Thank you for all of your work and dedication to our Girl Scout mission and sisterhood. Your commitment and willingness to adapt during these unprecedented times is admirable to say the least. In order to support you as much as possible, we will be providing you with the tools and best practice tips you need to be safe and successful while online.

**You, as a GSUSA Zoom License Account Holder, are responsible for communicating and obtaining consent from all online meeting participants.**

**You have two options to collect this necessary information.**

**OPTION 1:** Include Custom Consent Questions as part of your Zoom Meeting Registration Process.

1. This is done by first scheduling your meeting as normal via your Zoom account, which you can sign in to and access via [www.zoom.us](http://www.zoom.us)
2. On the “Schedule a Meeting” page, insert a meeting description, set a meeting passcode, and make sure to check the box to make Registration “Required” for your meeting.
3. Once you have saved these meeting details, you will be brought to the “Manage My Meeting” page. Scroll down to the bottom of this page, and under the Registration tab, click “Edit” Registration Options.
4. This will bring up a pop-out window. Select the “Custom Questions” tab to create 2 separate “single answer” Custom Questions using the below language. Enter answer options of “Yes” and “No” as the Answers. Make sure that the “Required” check box is selected for both questions.
  - i. *I consent to participating in GSGNY virtual meetings via GSUSA Zoom video conference and to the collecting of the personal information (name, email, etc.) necessary to join the online meeting.*
  - ii. *I consent to having GSGNY virtual meetings recorded with the understanding that the recordings would only be shared with other GSGNY members, volunteers, or staff, unless additional consent for the release & distribution of the recording is provided.*
5. Make sure to review your registered participants information and responses beforehand so you know what accommodations might need to be made or if a conversation with individuals must be had. These Custom Questions should be provided any time you wish to record or if there may be new participants in attendance.

**OPTION 2:** Provide your group/meeting invitees with the fillable PDF Zoom Meeting Consent form and collect the completed forms for your records. You MUST receive consent before your meeting. If you are meeting consistently with the same individuals or group, you only need to collect this form once. It can act as a sweeping permission.

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**REMEMBER:** Be mindful that while ALL meeting participants must agree/consent to the meeting itself to be allowed entry into the online meeting, they do NOT need to consent to recording.

Consider not recording your meeting if there are many individuals that indicate the need for privacy and note that recording is NOT allowed if any minors (under 18 years of age) are on screen/in attendance.

If you decide to record your meeting, you must remind those in the group that do not wish to be recorded to turn off their camera and to change their name to just their first name or a ‘nickname’. Please provide time for your guests to do this BEFORE starting your recording and proceeding with your meeting.

**Questions?** Email Kristen Glass, Virtual Strategy Development Manager:  
[kglass@girlscoutsnyc.org](mailto:kglass@girlscoutsnyc.org)



**Zoom Meeting Consent for Adult-Only Meetings**

**Please complete this consent form so that you may meet safely and securely during online Girl Scout meetings, trainings, or activities.**

This form should be agreed to and completed by Adult Members who you wish to include in your online meetings that utilize a GSUSA Zoom License Account. This form MUST be submitted and collected BEFORE your guests participate in online Zoom Meetings.

If you have any questions regarding virtual troops, online meetings, or this consent process, please contact: Kristen Glass, Virtual Strategy Development Manager: [kglass@girlscoutsnyc.org](mailto:kglass@girlscoutsnyc.org)  
Hannah Fertig, Virtual Strategy Development Lead Specialist: [hfertig@girlscoutsnyc.org](mailto:hfertig@girlscoutsnyc.org)

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**Consent for Virtual Meeting Participation:**

*By signing this agreement, I \_\_\_\_\_, consent to participating in GSGNY virtual meetings via GSUSA Zoom video conference and to the collecting of the personal information (name, email, etc.) necessary to join the online meeting.*

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Consent for Virtual Meeting Recording:**

*I, \_\_\_\_\_ consent to having GSGNY virtual meetings recorded as needed with the understanding that the recordings would only be shared with other GSGNY members, volunteers, and staff, unless additional consent for the release and distribution of the recording is provided.*

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Questions?** Email Kristen Glass, Virtual Strategy Development Manager: [kglass@girlscoutsnyc.org](mailto:kglass@girlscoutsnyc.org)