

How to Edit Staff Meeting Bingo

Since you might not hear the same lingo that I commonly hear in my own staff meetings, here's how you can edit these boards quickly to make it fun for your staff during your staff meetings (that may, or may not, have easily been accomplished with a staff e-mail).

If you never hear the word "Initiatives" in a meeting, but have a principal, for example, who commonly says the phrase, "Oh, absolutely!"– here's how to easily make this change to your Bingo boards.

Step 1: Open the file in PowerPoint

Step 2: Click on "Replace" as seen in Figure A.

Step 3: Type *Initiatives* in the *Find What* box and type *Oh, Absolutely!* in the *Replace with* box and then click on *Replace All* as seen in Figure B and the change that was made in Figure C

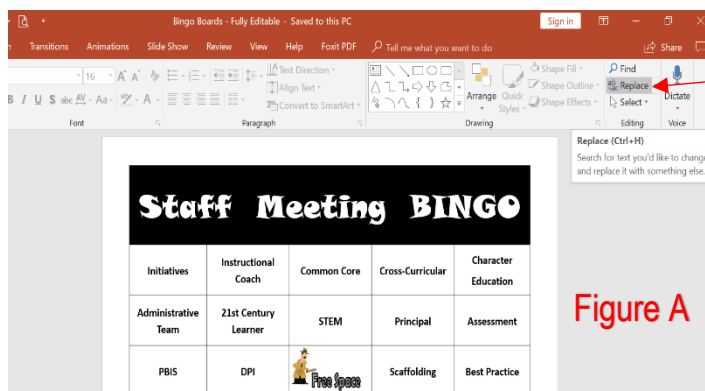


Figure A

Step 4: Repeat this same process for any other words you would like to change, and enjoy your meeting!

Step 5: Make up rules for if someone gets a Bingo during the meeting they have to ask a question with a code word in it like "characters." (Example: What is the policy if we have one or two "characters" horsing around during a fire drill?) It's your game – have fun with it!

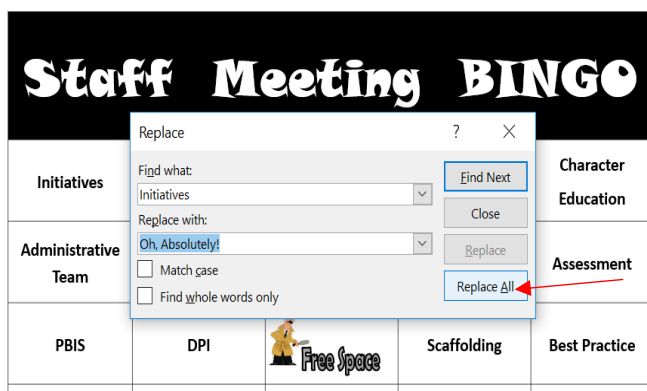


Figure B

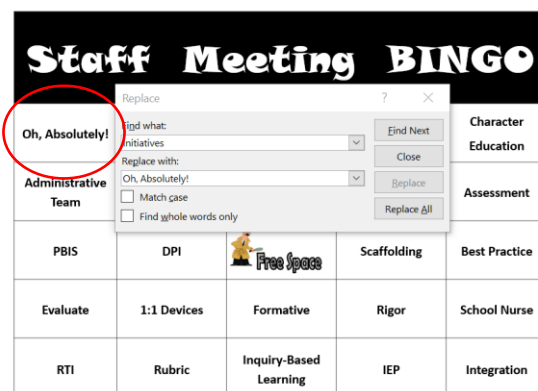


Figure C