

Welcome to Girl Scout [grade level] Troop [number]!

My name is [NAME] and I am the leader of troop [number]. I am excited about working with your daughter and look forward to spending time with her this year. The Girl Scout Leadership Experience is designed using the three processes of Girl-led, learning by doing, and cooperative learning. Will it be full of outdoor experiences, science-based activities, creative projects or community service projects? The girls will decide, and I will help guide them as they implement their plans.

I look forward to meeting everyone at our first Parent Meeting on [Date, Time and Location] where we will discuss and review over the following items.

**Schedule:** Meetings will be held on the [name of location], at [name of location]at [street address, city, state].

**Snacks:** We are asking that each family commits to providing snack for at least one meeting. If you prefer, you can choose a week, and make a $10 donation, and I will make sure snack is provided.

**Parent Roles:**

• Meeting Parents/Co-Leaders: We will need parents to help at meetings with activities.

• Product Managers: We have 2 product sales throughout the year.

o Fall Product Sales: This parent will participate in the fall product training and be the lead in our fall product sales. This sale takes place from September through November.

o Cookie Sales: This parent will participate in the cookie product training and be the lead in our cookie product sales. This sale takes place from January through March.

• Outdoor Certified Parent: When we camp, or do activities outdoors that involve fire, we will need an adult who has taken the outdoor certification.

• Treasurer: This volunteer will handle our finances and keep parents and girls abreast of the balance in our bank account and how money is being spent.

There may be other roles that arise throughout the year - I will let you know if we need more volunteers. **All adult volunteers are required to register and complete a criminal background check**. Other adult guardians and parents are welcome to register as adult Girl Scout members and financial assistance is available. Registration can be completed online [HERE](https://mygs.girlscouts.org/), the background check link will be provided via email once registration is submitted.

**Troop Dues:** [Add any information about troop dues here.]

**Health History**: Each girl will need to have a completed Health History on file with the troop. Please complete the form [HERE](https://www.girlscoutsem.org/content/dam/girlscouts-girlscoutsem/documents/Girl_Health_History.pdf) and print prior to our first meeting.

**Attendance:** We hope to build a cohesive group with a great sense of group identity. For this reason, it is important that the girls attend as many meetings as possible. If a girl is not able to attend a meeting, please notify me at least 24 hours in advance. We often need to purchase supplies, and troop funds are precious, so this will help safeguard the girls’ money. If there is an emergency day of, please text/call/email so I am aware, and we are not left waiting for your girl to start the meeting.

I look forward to meeting each of you and if you have any questions, please feel free to call or email me.

[Name, phone and email]