

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

My name is [NAME] and I am the volunteer leader of troop #[number]. I am excited about working with your daughter and look forward to spending time with her this year.

I look forward to meeting everyone at our first Parent Meeting on **[Date, Time and Location]** where we will get to know each other and set up our year in Girl Scouting. Here’s an overview of what we’ll discuss when we meet.

* **Schedule:** Meetings will be held on [day/week], 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 $[amount] donation, and I will make sure snack is provided.
* **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 and print prior to our first meeting.
* **Parent Roles:** I am a volunteer, and would greatly appreciate your help. Here are a few ways to get involved:
	+ **Meeting Parents/Co-Leaders:** We will need parents to help at meetings with activities
	+ **Product Managers:** We have 2 product sales throughout the year
	+ **Treasurer:** This volunteer will handle our finances and keep parents and girls aware 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**. Registration can be completed online [HERE](https://girlscouts.secure.force.com/), the background check link will be provided via email once registration is submitted.

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

Yours in Girl Scouting,

[Name, phone and email]