

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

My name is [NAME], and I am the volunteer leader of Troop #[number]. I am excited about working with your Girl Scout and look forward to spending time with them this year.

I look forward to meeting everyone at our first Family 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.
* **Family Roles:** I am a volunteer and would greatly appreciate your help. Here are a few ways to get involved:
  + **Meeting Volunteers/Co-Leaders:** We will need adults to help at meetings with activities
  + **Product Managers:** We have 2 product programs throughout the year
  + **Treasurer:** This volunteer will handle our finances and keep families and Girl Scouts 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 who will be volunteering for more than 6 hours at a time 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 by our Regional Executive. Please email her after completing your registration.

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

Happy Scouting,

[Name, phone, and email]