We know that everyone is busy these days, and it might be the case that as a returning troop leader, you feel comfortable doing a quick email instead of a formal family meeting. Use the email template below to connect with your families at the start of your troop year. Be sure to customize and add your specific troop details in the appropriate sections.

Hello, Troop ***[#####]*** families!

I’m excited for another great Girl Scout year with **[Girl’s name]**. We have great things planned for our **[Your troop’s program grade level/multi-level]** troop! In this email, you’ll find important information about our troop meeting dates, upcoming troop events, troop finances, and how I’ll be communicating with you this year.

**Meeting times:** We meet **[Meeting dates and times. For example: Every second Friday of the month from 3:30PM to 5:00PM)]**. Our regular meeting location is **[Meeting location]**.

**Pick up/drop off:** Please remember to drop off and pick up your girl(s) in a timely manner. **[Include other important information like if you’ll be using a sign-in/sign-out sheet, what parents/guardians should do if their girl needs to be picked up by another trusted adult, what to do if they’re late picking up/dropping off etc.]**

**Forms:** I’ve attached the [Annual Permission Slip](https://girlscoutsrv.box.com/shared/static/br3aggdpt7xl6msqmkpixozxiio85jwn.pdf) and [Health History Form](https://girlscoutsrv.box.com/shared/static/f1ba685defff61b2937f.pdf) here. Please complete and return these both to me.

**Troop finances:** **[Let families know if you’ll be collecting troop dues this year—and if so, how much each family should contribute. Update families about what the troop funds will be used for this year, such as upcoming service unit or council events, resident camp in the summer, field trips, etc.]**

**Sign up to help:** Girl Scouting is a family affair—I know our girls love it when they see their parents and guardians participating in the fun, and I appreciate the extra assistance! For a list of ideas, check out the [Family Resources](https://girlscoutsrv.box.com/shared/static/wyen7zob4xnbp79zaoslbf0hfsd1371k.pdf) handout, and let me know how you want to be involved in the troop this year. As a reminder, any adult that has regular contact with girls, manages money, or chaperones should be a registered member and complete a background check. If you have any questions about how to do this, feel free to connect with me or call Girl Scouts River Valleys directly at [800-845-0787](tel:+800-845-0787).

**Troop communication:** **[Let families know how you’ll be keeping in touch with them throughout the year. For example, “I’ll send out regular emails like this one to let you know about upcoming events and troop meetings. Email is the best way to reach me, but you can also text if something urgent comes up.”]**

Please let me know if you have any questions or concerns about the troop. I’m looking forward to another year of adventures!

**[Your name, phone number, email address]**  
**[Your co-leader’s name, phone number, and email address]**