

First Parent Meeting invitation email template sample

This is a sample of what an invitation to the first parent meeting could look like. Leaders can and should adapt for their troop's needs or they can create their own.

Once a leader has a contact list for their troop girls they should schedule a parent meeting.

Hello and welcome to troop _____,

We are so excited to have your daughter be a member of our troop. We will be having a parent meeting on (Date), (Location) (time).

The agenda of the meeting is as follows:

Introductions

- **When/Where and how often group will meet**
- **Girl Scout program materials and uniform components**
- **Membership registration**

We ask that families please pre-register their daughter to the troop if they have not done so already. Please come to the meeting with your confirmation email.

New never before members of Girl Scouts

<http://www.gscwm.org/en/about-girl-scouts/join.html> follow this link

Returning from last year members

<https://gsmembers.force.com/members/login> follow this link

For people who are not able to register online we will have paper forms.

Please bring blank checks or credit/debit cards.

The troop will need adult helpers. Anyone wishing to volunteer with the troop will need to register as an adult.

- **Authorization and Medical information forms-** We ask that families pre-fill out the form. Link to form
http://www.gscwm.org/content/dam/girlscouts-gscwm/documents/MBR_GirlAuthorizationandMedicalInfo.pdf
- **The need for troop helpers**
Anyone one wishing to volunteer with the troop will need to submit a CORI as well as register as an adult member. We ask that families pre-fill out the form. Please attach a copy of your license and have the form notarized. Link to form
<http://www.gscwm.org/content/dam/girlscouts-gscwm/documents/CORI%20Document.pdf.pdf>
- **How we communicate with families**
- **Troop dues and money**