

Email Template

Request troop meetings at a school



Subject: Exploring a Girl Scout Troop Partnership with [School Name]

Hello [Principal or Director's Name],

I hope you are doing well. My name is [Your Name], and I am one of the troop leaders for Girl Scout Troop [Your Troop Number]. [Girl Scout's Name(s)] has/have recently joined Girl Scouts, and we are excited to begin building a troop community that supports the girls as they learn, grow, lead, and serve others.

We would love the opportunity to start the troop at your school and are reaching out to ask whether it may be possible to use a classroom or cafeteria as a meeting space for our troop meetings. Having the troop meet at the school would help create a familiar and accessible environment for the girls and their families. We would also like to offer the opportunity for any [Grade(s)] girls at [School Name] to join the troop, if their families are interested.

In addition to hosting meetings, we would like to find meaningful ways to give back to the school community. As part of the Girl Scout experience, the girls and their families would be encouraged to participate in community service projects that support the school, whether through campus beautification, donation drives, appreciation projects, or other opportunities that would be helpful to your students, staff, and families.

We would be grateful for the chance to speak with you about this possibility and learn more about any requirements, guidelines, or next steps needed to request use of the school space.

Thank you for considering this request. We appreciate your time and would be excited for the opportunity to partner with [School Name] School in a way that benefits both the girls and the school community.

Sincerely,

[Your Name]

Edit this template to request troop meetings at a school. Ensure all information and details are correct before sending your first email.
