

## **Sample Communication To Troop Families with Camping Details**

Hi Everyone,

Below are the details for our 3rd Grade Spin-Off overnight. We're happy to report that we have 47 girls from Medfield attending which is a great turnout! There is a lot of information included in this email, so please read the entire email and let me know if you have any questions.

### **Girls Gear**

Each girl is asked to bring only a backpack and her Sit-Up on for the overnight. We have a 6 or 7 minute walk from the parking lot to our cabins and each girl will be responsible for carrying her own gear as the adults will be responsible for bringing in all of the supplies and our own gear. Leaders did review packing the Sit-Up on with the girls at the meeting in April, so your daughter should have some good strategies for making everything fit :) Attached is the list of things each girl will need, as well as things they should not bring with them. ***Please keep an eye on the weather to determine whether rain gear will be needed.*** We are asking that your daughter's gear be dropped off on either Thursday XXth or the morning of May XXth at a leader's home. I broke the troop into 3 groups and tried to base it on geography. If it is easier for you to drop your daughter's gear off at a different leader's house, please just let me know.

- 1] Leader Name, Address, List of girls allocated to car**
- 2] Leader Name, Address, List of girls allocated to car**
- 3 ]Leader Name, Address, List of girls allocated to car**

### **Departure from Wheelock on Friday**

We reached out to Mrs. Olson to request a slightly early dismissal time for the girls on Friday May 6th. She agreed that the girls could be dismissed at 3pm. This will be very helpful in that it allows us to avoid the normal pick up line as well as gets us on the road up to Waltham a little earlier. You'll see when you look at the itinerary that is attached that we are on a pretty tight schedule. If you could please send in a note with your daughter next Friday with Troop XXXX and my name for pick up. We've provided a list to Mrs. Olson of all the girls attending so the office will know ahead of time who is part of the trip. ***Also, please send a hearty snack with your daughter for the ride up to Waltham.***

### **Pick-Up on Saturday**

We will be heading back to Medfield around 10 am on Saturday morning. We will plan on sending you a text message to let you know what our expected arrival time is in

Medfield and ask that you pick your daughter up at the home of the leader where you dropped off your daughter's gear.

### **Leader Contact Information**

There are 4 leaders attending Spin-Off from our troop. If for some reason you need to reach one of us, I've provided our contact information below. Also, the address of Camp Cedar Hill is St. Waltham, MA.

Leader Name xxx-xxx-xxxx

Leader Name xxx-xxx-xxxx

Leader Name xxx-xxx-xxxx

Leader Name xxx-xxx-xxxx

We hope that your girls are excited about the trip! Leaders of older troops say that this is a trip that the girls always talk about, so hopefully a lot of great memories will be made!

Again, if you should have any questions please don't hesitate to contact me.