

Information for Troop Leaders requesting Girl Scout Pen Pals

Important How-To Information

- Pen pal links should be requested by Girl Scout troop leaders interested in long-term correspondence (one-year minimum).
- When you receive your pen pal's information, troop leaders should send an email or letter as quickly as possible to establish the pen pal link.
- Troop leaders send and receive letters. Put letters to your pen pals into one envelope and mail it to your pen pal troop's leader. Write clearly on the envelope to avoid lost mail.
- Use a pen and print your letters carefully. Script or cursive writing can be difficult for some to read.
- Keep the art of writing letters going. Do not encourage the exchange of phone numbers or emails between girls.

Suggestions for Troops with Pen Pals:

1. Tell your pen pal about:
 - Yourself, your family, your home, your friends
 - Your neighborhood and town, your special holidays
 - Your Girl Scout troop, your community activities, your leaders, and other adult friends
 - Your school and school friends
2. Include special items with your letters:
 - Snapshots
 - Sketches
 - Maps
 - Magazine articles
 - Recipes
 - Games
 - Songs
3. Find out more about your pen pals:
 - Ask questions about the pen pal's special interests, her schools, her Girl Scout activities, and her state, local town, or neighborhood
 - Get information on her state from libraries and people in your community, and by watching the news
 - Ask for snapshots, newspaper headlines, maps, games and songs
4. Leaders – your pen pal troop's leader can be your pen pal, too!
 - Leaders, learn about your pen pal troop's leader by asking about her experience, her interests, and her Girl Scout activities
 - Send your pen pal troop's leader interesting information you pick up at trainings or events
 - Keep in touch with your pen pal troop's leader and keep her up to date on your troop's progress

Have questions? Contact the Director of Programs
(800) 929-5229 – program@gsgst.org