

**Guidelines:**

This request form must be completed by the Troop Leader indicating the leader's first, second, and third choice and other information requested on this form. Links will be made on an ongoing basis throughout the year. Links are for troops only— no individual links.

Date of Application _____	Grade _____	# Girls _____
Troop # _____	Service Unit _____	
Troop Leader's Name _____		
Address _____		
_____ Email _____		
(H) Telephone _____		(W) Telephone _____
<input type="checkbox"/> Yes, We're willing to link anywhere in the US. <input type="checkbox"/> We only want to link with the following states: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____		
Submitted by _____		<div style="background-color: black; color: white; padding: 5px; font-weight: bold; margin-bottom: 10px;">OFFICE USE ONLY</div> <div style="border: 1px dashed black; padding: 5px;">           Request made to #1 choice: _____            Match linked: Yes _____ No _____   <i>Additional link requests, If needed,</i>            Request made to #2 choice: _____            Match linked: Yes _____ No _____             Request made to #3 choice: _____            Match linked: Yes _____ No _____             Date Leader Notified _____             Signed _____  <div style="text-align: right; font-weight: bold;">Pen Pal Coordinator</div> </div>
<b>Troop Leader</b>		
SUBMIT TO:		
Pen Pal Coordinator Girl Scouts P.O. Box 15969 Chattanooga, TN 37415-0969 T 423 877 2688 • 800 446 2472 F 423 877 5587		

## PEN PAL NETWORK:

**Would your troop be interested in becoming a Pen Pal with another troop of similar size and program level from another state or another part of your council?**

The U.S. Girl Scout Pen Pal Network can make that happen. Troop leaders who submit the above form to us will be notified when a match is made.

**Pen Pal Suggestions:**

- 1) Tell your pen pals about
  - your Girl Scout troop, your community activities, your leaders;
  - your neighborhood and town;
  - yourself, your family, home & friends.
- 2) Find out more by
  - asking questions about their special interests, their schools, Girl Scout activities & their state, local town, or neighborhood;
  - sending snapshots, games, songs;
  - getting information on their state from libraries or the World Wide Web.
- 3) Remember
  - girls should not plan to use a pen pal link just to complete a badge or bridging requirement, or only to provide input for a Thinking Day activity or project. Only troops who are interested in long-term correspondence (one-year minimum);
  - print your name, address, & zip code clearly on the envelope & letter;
  - if handwriting, use a pen & print your letters carefully.