

Sample email to send to all leaders inviting girls to paint windows

Hi Leaders,

If your troop would like to paint storefront windows for Halloween, please send an email directly to **XXXXXXXXXXXXXXXXXXXXXXXXXXXX** by October **XXXXX** with troop number and the number of girls who will participate. Window assignments, instructions and paint will be distributed in mid-October.

You will need to supply the following items:

Newspaper and tape to cover the sidewalks and window frames

12-18 paint brushes or foam applicators

Large trash bags to use as smocks and for trash

Paper towels and baby wipes

optional shoe covers may be available at Lewis Drugs in Westwood

clean up items: paper towels, soap & glass cleaner/vinegar, trash bags

Your and/or your parent volunteers must clean the windows during the first week of November.

Thanks to *<grade/troop#>* for organizing this event.

Have fun,

Mary