

## Canceling Meetings

With the coming of winter, it is important to make sure everyone understands our procedure for canceling meetings. If school is canceled or dismissed early (due to weather) on the day of our meeting – our meeting will be canceled. If school is canceled, I will not attempt to contact you – there will not be a meeting. Please talk to your Girl Scout so that she knows where she is supposed to go on those days – home or to your day care provider.

If the weather is getting bad towards the end of the school day (heavy snow & ice) we will cancel our meeting. I will contact each of you in this case, but if you are ever in doubt about whether or not we are meeting, please call me at \_\_\_\_\_. Please indicate on the form below a phone number where you can be reached during the day or another designated person (such as your day care provider) that I should contact in this case or in the event of any last minute meeting cancellations. This would be someone who would be responsible for your child after school.

Please sign and return the bottom portion of this memo so that I know all parents have read and understood our policy on meeting cancellations. Also, be certain to indicate the person, relationship and phone number of the person to contact in case of a last minute meeting cancellation. Again, this is the person that will assume responsibility for your child after school.

Thank you!

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- Yes, I have read and understand the troop meeting cancellation policy.
  - Yes, I have read the troop meeting cancellation policy, but I do not understand all of it. Please contact me.

In the event of a last minute meeting cancellation, please contact the following person. This person (if it is someone other than me) will be responsible for my child.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Name of Girl: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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