



3 January 2012

Administrative Office
Pleasantville Regional Office
2 Great Oak Lane
Pleasantville, NY 10570
T 914.747.3080
F 914.747.4263
www.girlscoutshh.org

Name
Address Line 1
Address Line 2

Kingston Regional Office
65 St. James Street
Middletown, NY 10940
T 845-236-6002
F 845-609-7251
www.girlscoutshh.org

To Whom this may Concern:

Please be advised that FIRST LAST has been selected by Girl Scouts Heart of the Hudson as one of 14 outstanding young women to travel to Salt Lake City, Utah as part of the Girl Scout Leadership Institute from October 12th – 19th. We ask that her absences from school please be excused during this time.

Middletown Regional Office
162 Bloomingburg Road
Middletown, NY 10940
T 845-361-2898
F 845-361-2915
www.girlscoutshh.org

We assert that FIRST will further their education as a part of this trip, including, but not limited to historical, political, and environmental lessons and experiences, workshops with professional in their field, and workshops to improve their leadership skills. They are expected to act as ambassadors representing their school, their families, Girl Scouts, and their country. As such, we have set up opportunities for them to attend various seminars on workshops in fields such as teen violence, self-esteem, healthy relationships, poverty, diversity, the state of education, and the status of women.

New City Regional Office
211 Red Hill Road
New City, NY 10956
T 845-638-0438
F 845-638-2804
www.girlscoutshh.org

We believe this is a wonderful opportunity for FIRST. If it is possible for Miss LAST to complete any assignments ahead of time or to be taken with and turned in upon our return, please let them know as soon as possible.

Poughkeepsie Regional Office
3 Neptune Road
Poughkeepsie, NY 12601
T 845.452.1810
F 845.452.1878
www.girlscoutshh.org

Thank-you for your attention to this matter. If you have any further questions, or need any additional information or documentations, please do not hesitate to contact me.

Yours in Girl Scouting,

Amanda Benton
Program Manager
Girl Scouts Heart of the Hudson, Inc.
845.452.1810 ext. 120
abenton@girlscoutshh.org