

Service Unit: _____

Date: _____

Submitted By: _____

Dear Service Unit Manager,

To help me serve you better I am hoping you will fill out the following information and return to me at the Girl Scout Hardesty Leadership Center. Our fax number is 918-749-2556 (or toll free 866-749-2556) – please mark it “attention Betty”...or you can email me at bwilmes@gseok.org or call me at 918-745-5226.

We are putting all of our materials on the website and sending out reminders and information in eblasts now...but I also want to make sure the information is getting out to **all** our members. Please let me know the numbers you would like me to use in putting your service unit monthly takeouts together for you. You may just have a few leaders who need printed copies.

Yes, I do want takeouts according to the numbers below:

If printed materials are:	Number of Takeouts Needed:
1/Troop	
1/Daisy Troop	
1/Brownie Troop	
1/Junior Troop	
1/Cadette Troop	
1/Senior Troop	
1/Ambassador Troop	

I do not need any printed materials.

I only want one set of printed takeouts each month per service unit to have as reference.

I only want the special printed materials like red emergency cards, things printed on 2-part NCR paper, Insurance Claim forms, etc., (things that would hard to print myself). I plan to get everything else online.

Thank you,
Betty Wilmes, Print Shop Manager