Sample email to parents requesting volunteers to staff summer camp (edit as needed)

Hello Troop 333 Parents,

As you know, part of our Troop will be at Philmont this summer, and an equal part will be at Manatoc Summer Camp (June 21 through June 27).  Our Summer Camp at Manatoc experience requires a multitude of adult volunteer help in the form of chaperoning.

In general, there are 3 shifts per day which must be filled by 4 people each.  The shifts are as follows:

* Morning: 6:45 AM to 12:30 PM; Includes BREAKFAST in the Dining Hall
* Afternoon: 12:15 PM to 6:00 PM; Includes LUNCH in the Dining Hall
* Evening / Overnight: 5:45 PM to 7:00 AM; Includes DINNER in the Dining Hall

(if the shift times have changed, edit above)

It's imperative that ALL of the volunteer slots be filled in order for us to meet the minimum required Scout to adult ratio and maintain the notion of 2-Deep Leadership.  As of last night (when I last looked), there are still a multitude of OPEN slots, and I'm hoping you can help!  Here's a quick summary of what is still open / available:

Sunday, June 21 [Arrival till 6 PM] - 2 open slots

Sunday, June 21 [Evening / Overnight] - 1 open slot

Monday, June 22 [Morning] - 2 open slots

Monday, June 22 [Afternoon] - 2 open slots

Monday, June 22 [Evening / Overnight] - 0 open slots - Good to Go

Tuesday, June 23 [Morning] - 2 open slots

(edit as needed)

As you can see, there are a number of open slots that need to be filled.  **Would you please consider volunteering?  With (number) boys attending camp, and (number) slots to fill, it would really help if each family could volunteer for (number of shifts/number of boys) shifts.**

**For those who have already volunteered, thank you!  ALSO, for parents whose sons are attending Philmont, I would welcome your assistance for a shift or two as well!  Would you please consider it?**

To sign up to volunteer as a chaperone, simply visit our Troop website at [www.troop333.info](applewebdata://A5FA215E-68A6-467F-A353-DFD895EC878B/www.troop333.info), log in, and click the link to sign up as an adult volunteer chaperone.  Then, simply choose the day(s) and shift(s) you want, and you're done!

THANKS in advance for your assistance!!!

YIS,