*Message to potential volunteer through the enquiry system*

*Message from Commissioner – edit if from different member of local team*

Dear *[insert volunteer name],*

**Thank you!**

Thank you so much for getting in touch – it’s great that you’d like to volunteer with Girlguiding – the more people we have on board, the more opportunities we can give to girls.

**Volunteer roles available in your local area**

Girlguiding has many different opportunities available, with flexible roles to suit your skills and interests. You don’t need to have previous Girlguiding experience to get involved and whether you’d like to come along on an occasional basis or commit to leading a unit, we’re sure to find a role for you.

We currently have volunteering roles available in the following units close to you:

*[Insert unit name and details]*

If you’re interested in being put in touch with the teams at these groups, let me know and I’ll pass on your details.

**Starting a new unit**

Starting a new Girlguiding group is a great way to give more girls the opportunity to join us and benefit from the experiences we offer. We currently have a lot of girls on our waiting list so the more units we can open, the more places we can offer.

The process of setting up and starting a brand new unit can take time and commitment but we’ll support you every step of the way. We’ll help you understand the process and how to start your journey towards becoming a qualified leader.

As well giving girls amazing opportunities, being a Girlguiding leader is also a great way to learn new skills, meet new people and have fun.

**What support will you get to start a new unit?**

**Start-up kit** – You’ll get our free unit Start-up kit, a comprehensive pack which explains all the things you need to think about when starting a unit and how you can find further information.

**A buddy** – You’ll be put in touch with a Girlguiding buddy. Our buddies are qualified and experienced leaders who you can ask questions and whose unit you can visit to see guiding in action!

**Our website** – The Girlguiding website has lots of additional information on how to set up a unit, as well as everything you might need to know about the organisation and what we do.

**Commissioner support** – As your local commissioner, I will be your first point of contact and will be able to guide you through everything you need to know. I will also continue to support you after the unit is up and running.

**What else do you need to know?**

Starting a new unit is an exciting challenge, by becoming a Girlguiding unit leader you can help make a real difference to the lives of girls and young women.

More hands make light work! Having a group of volunteers to become a leadership team for a unit is a great way to share responsibilities and give each other support and ideas. If you have friends or family who would like to start the unit with you – get them involved.

If you’re interested in finding out more, reply to this email *[if sending by letter insert contact details]* and I can send you more details about what’s involved and how to get started.

If you have any questions, please get in touch.

*[insert name]*

*[insert role in guiding]*

*[insert contact details]*