*Message to person who has expressed interest*

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

Dear *[insert name]*,

Thank you for your interest in starting a new Girlguiding unit!

**What is involved in setting up a new unit?**

As your commissioner I’ll help guide you through the process of setting up a new unit and advise you every step of the way to make sure everything is in place to get girls joining and enjoying Girlguiding activities.

You’ll also receive a copy of our Start-up kit guidance which includes information on how to:

* Find a meeting venue
* Recruit volunteers to help you run the unit
* Set up a unit bank account and organise unit finances and fundraising
* Learn how to keep girls and volunteers safe
* Plan exciting and varied activities
* Recruit girls and welcome them and their parents to the unit

It also comes with some useful Girlguiding goodies to get you started – a pen, lanyard, badge, wall planner and volunteer recruitment postcards.

As well as all the practical things there are to consider, you’ll start your Girlguiding Leadership qualification – our qualification that makes sure all our leaders are delivering a quality, safe programme for girls. Almost all the requirements of the Leadership qualification can be covered whilst running an active guiding unit. Your past experience (from both within and outside Girlguiding), skills and knowledge can also help count towards the qualification.

**What happens next?**

You may already have ideas about how, where and when you would like to start your new unit. So we can get to know more about you and why you’re interested in getting involved, please tell us a bit more about the following:

* About yourself and your interests
* Why you would like to start a new unit
* If there are other people you would like to set up the unit with
* Any relevant previous skills or experience in volunteering roles, work or life

There aren’t any right or wrong answers – you don’t need any previous Girlguiding experience or knowledge, just tell us what has inspired you to get involved. If you have any questions about this, or you’d prefer to chat on the phone, please let me know.

You’ll then be provided with the following:

**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** – I’ll put you 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 the unit, as well as everything you might need to know about the organisation and what we do.

**Commissioner support** – I’ll be your first point of contact and will be able to guide you through everything you need to know.

**Are there other opportunities to volunteer?**

If starting a new unit isn’t for you, we have lots of other volunteering opportunities available that will also help us to keep current units running. To register you interest please visit [girlguiding.org.uk/interested](file:///%5C%5Cgg-gos-file02%5CExchange%24%5CA%5CAlice%20Collington%5CUnit%20in%20a%20Box%20Project%5CDrafts%20of%20emails%20to%20potential%20new%20leaders%5CDrafts%20with%20comments%5Cgirlguiding.org.uk%5Cinterested)

Thank you again for offering to support Girlguiding – I look forward to hearing from you.

If you have any questions, please get in touch.

*[insert name]*

*[insert role in guiding]*

*[insert contact details]*