*[Want to add a local logo to your letter template? Our Online Print Centre allows you to create an on-brand logo in minutes. You can either create a general Girlguiding logo or a logo for a specific section. Visit the Girlguiding website and search for ‘Create a logo’ to find out more.]*

Dear parent,

**Welcome back!**

We’re delighted to welcome *[daughter’s name]* back for a brand new term, and more exciting activities and adventures with *[section name]*.

**Coming up this term**

Below you’ll find details of what *[daughter’s name]* can look forward to at *[section name]* in the next few months, including any useful information to make sure you have everything you need to support her during her next term in guiding.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time and date** | **Activity** | **Useful info** | **Weekly meeting or optional activity** |
| Eg. 7pm-8pm, 8 September | Welcome back meeting - |  | Weekly meeting |
| Eg. 6pm-8pm, 15 September | Trip to local swimming pool etc. | Will need swimming costume, hat, goggles and towel. Will need to sign consent form for your daughter to attend. | Optional activity |
|  |  |  |  |
|  |  |  |  |

**What we need from you!**

To give us an idea of how many girls are interested in the extra activities we have planned, please complete the short form attached to this letter and hand it to the unit team at the first meeting.  
  
We’ll send more information for each event or activity in due course, so if your circumstances change, there will be plenty of opportunity to let us know.

**Meeting details**

Our first meeting back will be on ***[meeting day and date]*** at ***[meeting venue]***. From here on, we will be meeting here every ***[meeting day and time]***.

*Or:* After the first meeting we will be at ***[meeting venue]***from ***[meeting times].***

**See you soon!**

We look forward to seeing *[daughter’s name]* for another term of *[section name]* fun and adventures.

If you have any questions or concerns, don’t hesitate to contact me *[insert phone number and/or email address]*.

*[Insert name(s)]*

*[Insert unit name and section]*

**(Print as separate sheet)**

*[Term name eg. Autumn]* **term activity and event form**

Please complete the form to tell us which activities and events you’d like your daughter to take part in this term, and hand it to a member of the [section name] team.

Name*: [daughter’s name]*………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| **Time and date** | **Activity** | **Attending?** |
| Eg. 6-8pm, 15 September | Swimming | ✓ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signed parent/guardian ……………………………………………………………………… Date: ………………………………………