

Anything & Everything

Email template



With Groups out selling Christmas Trees in December, running sausage sizzles, and our radio ads being heard every day, we'll be receiving more enquiries for membership than ever. We'll waste all that great work if we miss any.

To make it as easy as possible, use the below email template to respond to enquiries. Simply replace the text marked with <> brackets with the appropriate information.

Dear <INSERT NAME>,

Thank you for your enquiry into joining Scouts at <INSERT SCOUT GROUP>! From the information you have provided, your child is ready for <INSERT SECTION>, which is for kids aged <INSERT AGED RANGE>. Our <INSERT SECTION> Unit meets on <INSERT MEETING NIGHT> from <INSERT TIMING> every week during the school terms. Our Group is located at <INSERT ADDRESS>; if you would like to come down and visit a night, please let me know and we can work out a time.

The main aim of Scouting is to provide an adventurous, fun, challenging and inclusive program to youth everywhere which teaches life skills and leadership. Scouting is a great source of adventure for all youth allowing them to do anything and everything.

Some upcoming activities for our <INSERT SECTION> Unit are:

<INCLUDE EAMPLES OF THE ACTIVITIES OF THE SECTION>

Please let me know if you would like any further information or if you would like to come along to a night.

Sincerely,

<INSERT NAME>

Group Leader

<INSERT SCOUT GROUP> <INSERT CONTACT INFO>

In January, be sure to send an email to all your families- both your members and those that have enquired during the year. It's about getting everyone pumped about the start of the Scouting year. Here's a template to help. Don't forget to replace the text inside the <> brackets with the relevant information.

Dear Families,

Happy New Year and most importantly welcome to a new year of Scouting at <INSERT SCOUT GROUP>! This year looks to be packed with Scouting adventure for everyone. Our Sections will be kicking off their programs on the following dates:

- Joeys: <INSERT DATE AND TIME>
- Cubs: <INSERT DATE AND TIME>
- Scouts: <INSERT DATE AND TIME>
- Venturers: <INSERT DATE AND TIME>
- Rovers: <INSERT DATE AND TIME> <REMOVE ANY NON-EXISTENT SECTIONS>

There's so much to look forward to for all Sections this year.

After the exciting end at VicJam last year, I am looking forward to diving back into a full Scouting program with everyone. Together, let's make 2022 an adventure like no other! Enjoy the rest of your holidays and we'll see you all at the start of Term 1.

Yours in Scouting, <INSERT NAME>

Group leader

<INSERT SCOUT GROUP> <INSERT CONTACT INFO>