**Stock replies for Join Us Enquiries**

***Unit is unfortunately currently full but daughter is on the waiting list***

Hello \_\_\_\_\_\_,

Thank you very much for you and your daughter’s interest in joining [name of unit]

At the present moment I’m afraid that there are unfortunately no spaces available in the unit, so I have put your daughter on our waiting list for now and she is currently [place on waiting list] on this list, which means that there might be a space available around [approximate time when daughter can join].

We look forward to welcoming your daughter to our meetings in the near future, and I do apologise for the inconvenience.

Alternatively, there are a few alternative units in your area that I could recommend [insert unit name as appropriate] To refer to an alternate unit, please follow [this link](https://enquirylogin.girlguiding.org.uk/setup), using your unique reference number, and you will then be able to refer to a different unit in your area.
If you do not have your reference number please let me know your choice of alternative unit and I can refer the enquiry on for you.

Please bear in mind that we are always looking for more volunteer leaders so that we are able welcome more girls into our units. If you or anyone you know are interested in this, please do let me know.

Best Wishes,

\_\_\_\_\_\_\_\_\_\_\_\_\_

***There are spaces and you would like to invite her along to a session***

Hello\_\_\_\_\_\_\_\_,

Thank you very much for you and your daughter’s interest in joining [name of unit].

I am very pleased to inform you that there is a place available for your daughter in our unit and we are delighted to invite you to our next session on [insert date] at [insert address] where we will [insert activity].

Would this be suitable for you?

I am happy to answer any questions you may have.

Best Wishes,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Unit is full with a long waiting list so we recommend a different unit in the area***

Hello \_\_\_\_\_\_,

Thank you very much for you and your daughter’s interest in joining [name of unit].

As much as we would love to welcome your daughter to our meetings, I’m afraid that the unit is currently full. I’m also very sorry to say that the waiting list for this unit is very long, so I would highly recommend you to change your preferred unit in order for your daughter to be able to start [Rainbows/Brownies/Guides/ The Senior Section] sooner.

There are a few alternative units in your area that I could recommend [insert unit name as appropriate]. To refer to an alternate unit, please follow [this link](https://enquirylogin.girlguiding.org.uk/setup), using your unique reference number, and you will then be able to refer to a different unit in your area.

If you do not have your reference number please let me know your choice of alternative unit and I can refer the enquiry on for you.

Hopefully they will be able to offer your daughter a space in the near future.

Best Wishes,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Daughter is not old enough to join so you’ve put her on the waiting list***

Hello \_\_\_\_\_\_\_\_\_

Thank you very much for you and your daughter’s interest in joining [name of unit].

From our records it appears as though your daughter is not yet old enough to join [Rainbows/Brownies/Guides/The Senior Section] yet so we have put her on our waiting list for now. You will hear from us again within the weeks leading up to your daughter’s \_\_\_\_\_\_ birthday.

Please do not hesitate let me know if you have any questions.

We look forward to welcoming your daughter to our unit in the near future.

Best Wishes,

\_\_\_\_\_\_\_\_\_\_\_