

Sample Response Template for Unit Inquiries

Subject: Welcome to _____ – Here's How to Get Started!

Dear _____,

Thank you for reaching out to learn more about _____. We're excited to welcome you and your family to our Scouting community! Here's some essential information to help you get started:

About Our Unit:

- Unit Type and Number: _____

- Age Range: _____

- Grades: _____

Meeting Details:

- Location: _____

- Day and Time: _____

- Building Description: _____

Unit Contact Information:

- Primary Contact: _____

- Phone Number: _____

- Email Address: _____

Additional Information:

- Uniform: _____

- Cost: _____

- Website/Facebook: _____

Frequently Asked Questions:

1. What activities does the unit participate in?

2. How can parents get involved?

3. What is the process for joining?

If you have any specific questions or need further information, please don't hesitate to ask. We look forward to meeting you and your family!

Best regards,

Feel free to customize this template to fit your unit's unique details and any additional information you think would be helpful for prospective members.

Remember: Quick responses and a warm, informative introduction can make a big difference in welcoming new families to your Scouting community!