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| *Insert your logo here* |  |
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| Hello [insert name of unit leader]I hope that you are well. [Insert name of young person] who is a young leader within your unit will be turning 18 within the next few months, and I need your help in supporting her.When a young member turns 18, we need to undertake the required Girlguiding recruitment checks for her. As long as they have been active in guiding in the last 12 months, rather than having to supply references (as we would for a new volunteer), they can use a letter of commendation. A letter (or email) of commendation needs to be sent by her unit leader to the commissioner responsible for recruitment once they have confirmed that they want to continue to volunteer after they are 18. This letter allows the commissioner to add and confirm an adult volunteer role on GO.Please can you have a conversation with [name of young person] to find out whether she wants to continue to volunteer once she is 18 and, if she does, what role she would like to take. Assuming she does wish to continue, please see below for more details about the required letter.**What the letter of commendation should include**The letter confirms that the member is recommended as an adult volunteer and is suitable for the role. It should include:* Name and membership number of the person writing the letter
* Name and membership number of young member
* How the person writing the letter knows the young member
* Confirmation that they consider the young member suitable to volunteer

The letter might also contain other relevant information - such as the young member’s interests, skills and experience - and any additional needs the person making the recommendation is aware of. If you have any concerns about the member’s suitability then these must also be raised so they can be addressed.**Who should write the letter?**The letter should be written by a leader who knows the young member and can make a commendation as to their suitability to volunteer. Please note that we will come back to you if we need any further clarification on anything.Once the letter/email is received from you, we will then arrange for [whoever does the DBS ID Verification in your area] to complete [Insert name of young member]’s DBS as she will need this putting in place as well. We will also update [insert young members name] role on GO. We look forward to hearing from you.Regards**[Commissioner’s/Warm Welcome Leads name]****[Division name] Division Commissioner[Warm Welcome Lead]** |

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|  |  |  | http://www.girlguidingleeds.org.uk  |

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