

## Welcoming and Age Friendly Groups project

# Welcome letter template

[This template has been developed for you to copy and paste into your own Microsoft Word template as required. While all parts of this template can be modified to suit your needs, items in red have been highlighted to show where you might delete or amend text.]

We would like to take this opportunity to welcome you to the [Name of club/group]. We are pleased that you have chosen to join us and we hope that this group will meet your expectations.

To make sure your first few visits are inviting, we have selected a Welcome Mentor to ease your entry into our club. Please ask your Welcome Mentor any questions you may have regarding our activities.

Upcoming events: [list upcoming events]

Brief history of the organisation: [give a brief history of the group]

## Current office holders

[List current office holders and their contact details]

President

Secretary

Treasurer

Welcome Mentor

## Fresh ideas

If you have any ideas about the group please don't hesitate to speak to one of us and we will be happy to have a chat with you.

## Fees

Our fees are [fees]. This includes [activities], and helps to go towards [club goals].

## Our expectations

We need to you to communicate any issues you have directly to a member of the committee to ensure we are providing a safe, friendly and inclusive environment for community members. Any of the committee members will be happy to hear from you.

We look forward to having you on board.

**[Delete this section when transferring to your own Microsoft Word template]**

This template has been provided with the support and permission of Latrobe City Council.