

1

Find out where the young member wants to go?

- Ask the parents if the young member wants to join a specific unit
- Suggest units in the surrounding area

2

Transfer young member to new unit

- Follow *transfer a young member instructions*

3

Remove young member from unit

- Remove the young member if no longer part of your unit (i.e. has moved up a section)
(see *remove a young member who has left unit instructions*)
- This should be done as soon as they leave so that a new unit can move them to active on their own lists



4 Update enquiry

4a Contact new enquiry

- After receiving a new enquiry you should contact parents/guardians – update GO when this has happened

4b Add to Waiting List

- Add young member to waiting list when parents/carer have confirmed

4c Refer to another unit

- Speak to parent/carer if there is the option to transfer to another unit (e.g. long waiting list, friends at a different unit, location)
- Give options and confirm if they want to move
- Transfer to another unit
(see refer enquiry to another unit instructions)
- Contact new unit to give them a “heads up” on what is happening

5 Add enquiry to unit

- No later than 2 meetings add the member as active in your unit
(see add enquiry to your unit instructions)

