

**Introduction:** Welcoming new potential members into your group is important. So is the follow up. We have a template for a follow up email and sms your group can use to encourage people to transition from visitor to member. Remember this doesn't have to be the job of the committee, anyone in the group can be the welcome guru.

Dear Mum and Bub

Thank you for attending NAME Playgroup this week. It was lovely seeing you and your little one take some time out and enjoy the social and developmentally importance of experiencing new play activities and interactions.

If you have any concerns or would like to discuss your experience of playgroup please feel free to have a confidential chat to the committee.

Coordinator Name Number

Treasurers Name Number

Secretary Name Number

Just letting you know the session fee to pay for general expenses is only \$3.00 a visit which is \$30 per term as an easy bank transfer. To celebrate their 45<sup>th</sup> birthday, Playgroup NSW is offering the gift of a free membership to all families with a baby under 12 months. You can take advantage of this by joining online at [playbaby.org.au](http://playbaby.org.au)

Our playgroup is run by volunteer parents and care givers who attend. If you would like to see something included in our activities or you would like to help out into the future when you and INSERT BABY NAME have settled in please let us know,

We really enjoyed your company this week and hope to see you both again next week.

Wishing you some sleep filled nights

Insert Name

Name Playgroup

SMS

Hi Insert name. Thanks for coming to playgroup this week. Look forward to seeing you and Insert name next week. Give me a call if you have any questions. Thanks Insert name  
Coordinator Local Playgroup.