**Template 6**

**When Girl Is Ready To Transfer Sections**

There appears to be lots of confusion surrounding the transfer process. For clarification, the process for girls who are approaching the age for the next section is as follows:

* Leaders should supply parents/carers with details of local units and discuss with parents/carers which unit the girl would like to go to.
* Once this is agreed with the parents/carers and girl, the Leader should pass the young members’ registration number to the Leader of the unit she would like to join.
* It is the responsibility of the new Unit Leader to add the young member’s record to her unit.
* If the Leader of the next section does not have any spaces, she can inform the parent that she will add the girl to the waiting-to-transfer list for her unit on Go!

Join Us is intended for girls and adults who are joining for the first time only so parents of existing members should not be directed towards Join Us.

If you have difficulty obtaining details of local units please contact your District Commissioner who will be able to assist you.

**If you require any further assistance please contact Louise or Lorraine (****membershipadmin@girlguiding-scot.org.uk****)**