

Hello [NAME],

Welcome and thank you for becoming a member of the [UNIT] Council for Exceptional Children! We are so excited that you joined our international network dedicated to improving the success of children and youth with disabilities and/or gifts and talents. We are excited to see how CEC supports you, your talents, passions, and work.

In addition to the [amazing benefits,](https://exceptionalchildren.org/membership) you receive with CEC International, our unit offers opportunities to connect with colleagues nearby, access local resources, engage in public policy efforts that impact your practice and your students directly, and attend local meet-ups and professional development events. There are several ways to get involved through volunteerism, events, and programs and while you can find these on our website, I’ve listed a few upcoming events and volunteer opportunities below:

* Highlight 3-5 opportunities, hyperlink when possible
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You can also stay up to date on all [UNIT]CEC happenings via our social media platforms! Give us a follow and interact with us on:

* Twitter: @[HANDLE]
* Facebook
* Instagram: @[HANDLE]

On behalf of the [UNIT]CEC board, we are looking forward to connecting with you soon! Looking for something or someone specific? [Let us know how we can help here](https://forms.gle/GwUFayLuw5zw2xKR7) and one of our board members will be in contact with you soon!

Loyally,

[NAME]

[ROLE]

[CONTACT INFORMATION]

Welcome Letter Writing Tips

**Tone**

The tone of your letter says a lot about your Unit! While we’ve offered you this template, consider what makes the experience in your Unit stand apart and how you and your board wants to build relationships with members. Consider asking yourself these questions when determining the tone of your message:

* How do you want the reader to feel when they read this?
* What kind of welcome do you want to provide? Informational? Personal? Introductory?
* Who is your audience?

**Audience**

* What do we know about these members?
	+ Did they join as a result of new initiative in your Unit’s area?
	+ Did they join after an event or program hosted by your Unit?
	+ Do you know if they are here for a specific topic, community or benefit of membership?
* How does your message specifically cater to your audience?

**Communication Candence**

* Consider how you currently communicate with the members in your Unit.
	+ Can you inform them of what’s to follow? Monthly communications to expect?
	+ Can you link or attach recent communications to catch them up to speed?
	+ Will this be the first and only welcome communication or will this be a welcome series of communications?

**Point of Contact**

Your newest members should not be left wondering who they can reach out to with questions regarding your Unit, upcoming events or programs. Your welcome letter should do at least one of the following:

* Inform the new member they can reply to the email/welcome with any questions
* Include a contact list or attachment that outlines who they can direct their questions to regarding certain elements or programs of your Unit
* Include a form or survey link where the new member can submit follow-up questions that will be answered by the appropriate party/parties.