



Volunteer & Business Support Manager
South West Area Sea Cadets
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18 April 2018

Dear Parent/ Guardian/ Supporter

As you may be aware, Portland Sea Cadets is an independent registered charity and relies heavily on funding along with the support from instructional and non-instructional volunteers who enable the cadet experience to be achieved within the local community.

I am writing to you on behalf of the Chairperson as an urgent attempt to seek your support for Portland Unit.

As an independent registered charity, it is essential that the Unit has a board of trustees in place who have overall management of the charity. The unit management team are required to meet at least every other month and are primarily responsible for the fundraising, facilities and safety of cadet activities.

An extraordinary meeting has been called for all supporters at :

2000 on Monday 30th April 2018
Portland Sea Cadet Unit, Blacknor Road, Portland, DT5 2HU

Portland unit's management team has been operating with minimal volunteer numbers for some time. This meeting has been called in the hope that volunteers will consider coming forward to form a management team and secure the future of the charity. Any volunteers will receive a familiarisation induction to the Sea Cadet organisation and full support.

Should the unit not be able to form a management team following this meeting, the unit will be at risk of closure.

I sincerely hope that you will be able to attend this meeting and help us to secure the future of this unit. I am sure you will agree that the closure of the Sea Cadet unit would be a huge loss not only to the local community but most importantly of all, to the cadets who attend.

If you would like to discuss further prior to the meeting, please do not hesitate to contact myself on the telephone number/ email address above.

I look forward to meeting you.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Craig Girling', with a flourish at the end.

Mr Craig Girling
Volunteer & Business Support Manager
South West Area Sea Cadets