# How to Respond to Reach Applicants

When replying to your Reach applicants, it's a good idea to reply first via the Reach platform (rather than your team's email).

**1. If they have the essential skills, experience and availability use this template:**

Dear [INSERT NAME}

Thanks so much for applying for this role with Extinction Rebellion (XR) UK. Your CV and application look great! We really appreciate you offering to donate your energy and skills, and we're really looking forward to meeting you.

Do you know much about the work of Extinction Rebellion?

If not, then the next step before we start the volunteer onboarding process is to go along to "An Intro to XR" session to allow you to find out more about our work and see if this is a good fit for you. XR is entirely volunteer-led and we know how precious and limited everyone's time is. This is why we ask anyone who is interested in volunteering with us to go to an "Intro To XR" session before we start the onboarding process. We hope this will give you a chance to see if XR is a cause you want to give your valuable time to. There is "An Intro to XR" session on [INSERT DATE AND TIME] on Zoom. You can sign up for this session and see other upcoming dates here: https://actionnetwork.org/event_campaigns/explore-xr?source=rebeltoolkit (please make sure you look out for "Intro to XR" sessions, not the "Explore XR" ones)

Are you able to go to any of the upcoming sessions?

Please let me know if you have any questions or need any further information.

You can also read more about XR and our 10 Principles and Values (P&Vs) by visiting the link below:

- https://extinctionrebellion.uk/about/
- https://rebeltoolkit.extinctionrebellion.uk/books/xr-uk-ways-of-working-and-constitution/page/principles-and-values

I look forward to hearing from you soon and, if you decide to join us, which I very much hope you do, volunteering with you in the future. But please let us know if you decide to withdraw your application, so that we don't pester you!

**2. If they do not have the essential skills, experience or availability, you must still reply.**

Thank them for applying, explain that they do not quite have what we are looking for right now and, as much as possible, suggest another suitable role with XR and/or suggest some other ways they can get involved in XR depending on their interests, availability and motivations for volunteering (see our Get Involved page on the UK website for ideas).

---