

The following hand outs are for help not 'gospel'; however you provide the evidence needed, it is totally OK!!

Please don't make life hard for yourself!

Doing your adult leadership is meant to be fun, not an onerous task. It is estimated to take 2 terms or 6 months. This book is purely to make sure that you are confident with all aspects of Guiding. All clauses in this book are things that you will cover in your day to day running/helping with your Unit. Please try to remember when you have covered a part and keep some sort of evidence.

Please don't worry if it is taking you longer. You will probably have covered everything, so just give me a ring and we'll have a chat about the point that you're stuck on.

Using this info complete the front cover of your book, it's amazing how many I get in without it complete!

Useful information

To help with the first page of your book

Name:

Mentor's name:

Unit name:

District name:

District Commissioner:

Division name:

Division Commissioner:

County/Branch name: Greater London West

County Commissioner: Christine Wicks

County/Branch Leadership Coordinator: Anne Reeves / Janet Hill

Country or Region: LASER – London and South East Region – Anne Hudson

Adviser(s) for your section: Rainbows: Debbie Wroe

Brownies: Sue Grout

Guides:

Outdoor Activities Adviser(s) (OAA): Christine Donovan

Special Needs Adviser:

Person responsible for training: Joan Pearson

Ideas for evidence for Adult leaders:

Minutes of meetings

Copies of letters to parents

Copies of crafts/activity details

Scraps of paper with notes on

Copy of programme

Copy of first aid certificate

Attendance certificate of sectional training

Copy of accounts

Form on which you keep the girls details: i.e. starting forms

Guiding family – included later

Mentor/supporter for your adult leadership

What is required of them?

- To sign off clauses of your book
- To monitor your progress
- To suggest ways to complete your book
- To encourage you
- To recognise when you have completed a clause

Who can this be?

- Another leader from your unit
- Your district or division commissioner
- Another leader from your district
- Anyone from Guiding who you want to support you

You will either be given a mentor/supporter or you can choose someone to help you with your adult leadership. You should give them the copy of the checklist. She will then be able to help you find ways to cover each clause. Remember to take your book to all your unit meetings, so if you cover a clause that evening it can be signed off straight away. Try to remember to keep some evidence, but discussion or observation is also perfectly alright!

Module 1

Module 1 – Your role in the programme

Part 1 – Use the Five Essentials in the unit's programme

- a) Read the Guiding handbook and the relevant Guidance notes for leaders for your section.

I have a few copies of Brownies and Guide notes which I can lend you, Rainbows is on line

- b) *Discuss with your Mentor how you can ensure the Five Essentials are put into actions in your unit*

The Five Essentials are:

Making their own decisions

A balanced and varied programme

Groups of all sizes

Individuals

Commitment to a common standard

- c) Review the programme to check that the Five Essentials are being put into practice. If they are not, discuss with your Mentor how this can be changed

Include a copy of your programme, showing where the five essentials fit in.

3rd West Barnes Brownies programme for Autumn term 2010 (first half)

8 th Sept – Decorating Biscuits for 100 Home skills badge	Girls make their own mind up how to do	Jean will get cakes and decorations Everyone involved – Girls can be in any size group
15 th Sept – Ty-dying t-shirts	Girls make their own mind up how to do	Joan will get dye, rubber gloves and string
22 nd Sept – Agility badge	Girls had decided they wanted to do this badge	Lauren will lead the session Everyone's needs will be taken into account
29 th Sept – Make-a-wish	As a pack we have decided to support this charity	Girls can choose who much they do but need to gain enough points to obtain the badge – Bracelets, origami stars, star boxes, word-search,
6 th Oct- Flower arranging for 100 Home skill badge	Girls make their own mind up how to do	Jean go to scrap scheme for supplies Sarah will ask at church for old oasis
13 th Oct – Last of our centenary nights	Enrolments	Enrolments, finish diaries, 100 challenge badges
20:10:2010	Centenary event at the Hub	Louise will be in charge of the list of girls
27th October	HALF TERM	

Making their own decisions

A balanced and varied programme

Groups of all sizes

Individuals

Commitment to a common standard

Part 2 – Work with the Unit and the Unit team to plan and carry out the programme

- a) Agree the programme content with the member of the unit by taking part in a Rainbow Chat, Brownie Pow-wow, Patrol Leaders' Council or Look Wider Team meeting to get ideas and suggestions

Use any notes from this as evidence – this is girl led Guiding, all ideas should be listened to

- b) Take part in Unit Team planning meetings. Using a record of the Unit's programme, show your contribution to planning it and carrying out, and discuss this with your Mentor

Use any notes from this as evidence – plus also refer to the programme in part 1

- c) Show how all member of the Unit Team, especially the Young Leaders and Unit Helpers are involved in planning and carrying out the programme.

On the copy of your programme show how everyone is taking part

- d) Use a style of leadership appropriate to the age group and your role in the Unit. This should be observed by your Mentor in a Unit setting

Ask you Mentor to visit your Unit – try to make sure you are at least running part of the evening

- e) Attend a training session appropriate to your needs on the relevant section programme. This could be a one-to-one, a small group or large group training.

Look out for the next one in the newsletter – I will also try to remind you by email

Part 3 – Provide opportunities for the unit to carry out a range of activities, reflecting balance variety in the programme.

- a) Plan and carry out an activity that helps unit member gain an understanding of the Promise

Here are some ideas for Promise activities but there are 1000's more, even just explaining to the girls is enough!

Promise Activities

Balloon Promise: write one of the following statements on a separate slips of paper, enough for each girl: ***Thank you for.....* If I were Queen for the day*I would like to help...** Blow up a balloon for every girl and put one of the slips of paper in each balloon. The girls stand at one end of the room and put the balloons at the opposite end of the room. The girls take it in turns to run to the balloon and pop one. She picks out the slip and runs back. When all the balloons are burst, each girl should read out the sentence on her slip of paper and finish the sentence with her own thoughts

Promise fishing: Make enough fish, one for each word of the Promise, with a paperclip on its nose, per team/Six and a magnetic fishing rod per team/six. The girls race to catch their fish and put the Promise in the right order.

Good turn bag: Put everyone's names into a bag, pass it around the circle whilst singing, to the tune of Pop Goes the Weasel:

Take this bag and pass it round, be sure to play the game now, Open it up and take on out, and tell us what's the name now.

At the end of the song the girl holding it takes out a name and thinks of a good turn they can do for that person.

Good turn hands: Each girl draws around her hand on a piece of paper. In the palm she writes 'Good turns'. During the following week she should do at least five good turns and write what she has done on the fingers. She brings back the following week to discuss.

Make and keep a Promise: write the word Promise on a large sheet of paper. Give each girl a sticky note, on which she writes something she Promises to do in the following week i.e. tidy up her room, lay the table, help mum. This memo is stuck to the large sheet. At the following meeting talk about their promises, did they carry them out; was it harder than they thought? Did keeping their Promise make them feel good about themselves?

- b) Plan and carry out two activities in the Unit meeting place

Your programme sheet again

- c) Carry out an activity or visit away from the meeting place that helps the unit to enjoy the out-of-doors.

This could be the park, library, local area/shop, a District/Division/county event, - anywhere out of the usual meeting hall, even just a game in an outside space

- d) Help members of the unit participate in an activity with members of another section. Afterwards, get together and talk about the activity and your contribution.

Join up with another section for an activity, do the girls see the next section after them at the meeting place, could they arrive early? Again could be a District/Division/county event

- e) Read the Guiding Handbook and discuss with your Mentor how you evaluated the activities with other Leaders who were involved.

Evaluation

Keep a note of the activities and games used at meetings; this could include what you did and how it went. Discussing what happened in the meetings within the Unit Team and members of the unit will also help, as you may wish to do a similar activity again. These are some questions you could ask one another.

- *Did the girls enjoy it?*
- *Did the Leaders enjoy it?*
- *What worked well?*
- *What didn't work well?*
- *What adaptation did you or could you make to meet the needs of the specific group?*
- *Would you do it again?*

This process of evaluation can prove useful when planning for future meeting, as it will give an indication of what worked, what didn't and what could work with a few minor changes.

Part 4 – Work with members of the unit to support progress.

- a) Discuss and give simple examples of how girls have gained in confidence, self-esteem and social skills

Are they enjoying themselves?

Have they joined in?

Do they need extra time and help?

Note their skills/abilities/relationships

Is their confidence growing?

Are they showing signs of leadership?

Over a period of time have you noticed a difference in them?

Are there opportunities to develop in areas where they need help?

- b) Help two members of the unit look at their progress through the programme and review with them two activities in which they have taken part.

What were the activities?

Did they enjoy them?

Did they need extra help or time?

Did they learn a new skill?

If they didn't enjoy could they suggest ways to make it better?

- c) Help a member of the unit or a small group of girls find out about the section to which she/they can progress

Could they visit?

Could the girls from the next section visit them?

Do they see the next section, either at events or after their meeting?

Module 2

Module 2 Your role in Girlguiding UK

Part 1 Discuss your understanding of the Promise with an adult member of your choice and make or renew your Guide Promise.

- a) Discuss your understanding of the Promise with an adult member of your choice.
This can be anyone, at any time, whenever you are ready
- b) When you are ready, make or renew your Promise.
Again when you are ready and wherever you want to do it, not necessarily in front of your unit!

Part 2 Attend and contribute to meetings at a local level.

- a) Attend meetings.
This could be a District meeting, if you don't have District meetings – do you have meeting to plan an event? Things you could also use as evidence:
 - *Agenda*
 - *Info from your unit taken to the meeting*
 - *Personal notes taken*
 - *Notes circulated*
 - *Action taken after the meeting*
 - *A diary of local Guiding*
 - *Minutes*
- b) Keep a note of the meetings and discuss how information from them will be shared with members of your unit and how it affects them. Give examples, if you can, of how this works in your unit.

*How do you share the information – phone, email, and/or letters?
How are you going to use this information?
Who are you going to share it with?*

Part 3 Get involved in local guiding.

- a) Help the Unit participate in an activity or event involving at least one other unit. Afterwards, discuss the activity with your Mentor. It may be an activity you have suggested and this will give you an opportunity to work with other Leaders and share good practice.

Ideas for an event:

- *A fun day*
- *Fund raising*
- *Helping organise a annual meeting*
- *Volunteering for a project*
- *Refreshments at an event*
- *Residential event*

How did the event go?

Did you enjoy meeting other Units (adults and girls)?

Module 3

Module 3 Your role in safety and unit administration

Part 1 Ensure effective communication takes place with parents and with the local community.

- a) Know how to log onto Go! both to create records for new individuals and to add information about existing individuals.

Janet will instruct!

- b) Know how to run reports on Go! to meet the needs of the unit, e.g. emergency contact, girl age, etc.

Janet will instruct!

- c) Keep parents regularly informed about the unit's plans. Obtain any necessary parental consent.

*How do you keep parents informed – letters, texts, emails, posters, newsletters?
How do you obtain permission – a form created by you and signed by the parents/
The Girl Guiding form from the website -
https://www.girlguiding.org.uk/members_area_go/resource_library/forms.aspx -
new form: Consent form – this can be emailed to parents, who can complete and
email back – it does not need to be signed!*

- d) Discuss how you would help a parent with a query and what further action you would take or make a note of a query you have dealt with.

*Obviously if you can deal with it do so but don't make up an answer, if you don't know say so and then find out the answer and remember to go back to the parent.
Try asking your unit leader or District commissioner.*

- e) Explore ways of letting the local community know about guiding activities in your area, for example by putting up a poster in the local community hall (posters are available from Trading Service) or placing an article in the local newspaper or community magazine.

We also have a PR advisor in the County who might be able to help – see County register – attached at the end

Part 2 Ensure that the unit's programme is carried out in a safe environment.

- a) Read 'Risk assessment and accidents' in the online *Guiding Manual* and the information on managing risk on the website and discuss it with your Mentor.

See policies – Module 4

- b) Carry out a safety check of the unit meeting place, inside and out. Discuss what action you would take if you found an unsafe situation. Explain or show how you would carry out a fire drill in your meeting place.

Complete the form in the back of your book

- c) Show that you can run activities safely in the unit meeting place.

Ask your Mentor to sign this when she does her visit

- d) Hold a 1st Response certificate or a first aid certificate that covers the minimum requirements in the Association's 1st Response syllabus (see page 41)

We hold regular trainings, look out in the newsletter or if you have a First Aid certificate for work or other this can also be used.

- e) Know who to report to locally in the event of an accident or serious incident involving members of the unit

Obviously your District commissioner is your first call, she should suggest you contact the insurance people, who will send you a form, which they will ask you to complete regardless if the parents want to take further action. It is important this is done as soon as possible so you can remember exactly what happened.

Remember accidents do happen, it won't be your fault

Part 3 Be aware of your responsibilities regarding unit funds and Girlguiding UK financial policy

- a) Read the 'Financial management' section of the online *Guiding Manual*. Discuss with your Mentor the need to budget for the day-to-day running of the unit and the requirement to prepare unit accounts.

See policies attached below

Module 4

Module 4 Your role in managing the unit

Part 1 Maintain effective record-keeping systems.

- a) Discuss with your Mentor how you ensure that accurate and up-to-date records are maintained of unit members, the Unit Team and level management on Go!

Do you have a 'starting form' for each girl – is this information transferred onto Go as soon as possible?

Do you have emergency contact forms for your Leaders, Young Leaders and Unit Helpers?

- b) Ensure that accurate records of attendance are kept for all members, including members of the Unit Team.

Include a copy of your register – ensure that adults are listed too

- c) Ensure that a programme record is maintained.

Refer to programme sheet again

- d) Either budget for an event or maintain the unit accounts for one term, making sure that proper financial records are kept.

Enclose copy of either your unit accounts or the accounts for one event.

I am a great 'champion' for the Girl Guiding's account system –

https://www.girlguiding.org.uk/members_area_go.aspx - Hot Topics - Unit Accounts pack – you must save this onto computer before you can work on it!

Part 2 Ensure that effective communication takes place locally.

- a) Read *The Guiding Handbook* and the 'Structure' section of the online *Guiding Manual*.

Unit guiding

Young members are grouped by age into four sections: [Rainbow Guides](#), [Brownie Guides](#), [Guides](#) and the [Senior Section](#). The term 'Guides' is sometimes used to refer to all sections. Girls and young women become members from attending their second meeting.

Section	Minimum joining age	Normal age for transfer to next section*	Recommended time for a girl to spend in each section
Rainbow Guide	Fifth birthday (fourth birthday in Northern Ireland only).	Between her seventh birthday and seven years six months.	Two years (three years in Northern Ireland only).
Brownie Guide	Seventh birthday	Between her 10th and 11th birthdays.	Three years
Guide	10th birthday	Between her 14th and 16th birthdays.	Four years.
Senior Section (including Rangers, Young Leaders and any other groups of members aged between 14 and 26)	14th birthday	26th birthday**.	

*The age of transfer is flexible. A girl moves on to the next section when she:

- has reached the minimum age for entry into the new section
- has found out about the new section and the unit to which she is moving
- feels ready and happy to make the transfer.

** A young woman can be a member of the Senior Section until her 26th birthday.

The unit

'Unit' is the name given to a group of Rainbow Guides, Brownie Guides, Guides or Senior Section members and their respective Leaders.

Each unit is registered with Girlguiding UK and receives a registration certificate in the name of the unit.

Most units are open to any girl who wishes to join. Some are sponsored by a certain body such as a religious community, hospital or school, but have no restrictions on membership.

A very few 'closed sponsored units' restrict membership to a certain group, for example units in residential schools (see also sponsored and open units).

Girlguiding UK endeavours to ensure that there are enough open units in an area to enable all girls to become members, regardless of their faith or of the school they attend. In places where there can only be one unit, it should be open to all girls and young women, willing to make the Promise, who wish to join it.

In addition, guiding can sometimes be offered via the Lone Guiding Scheme (see also [Lone guiding](#)), Joint Units or Joint Groups (see also [joint units and joint groups](#)).

The adults working with a unit are called the Leadership Team. This team normally includes the Unit Leader and Assistant Leader(s). There may also be Young Leaders, Unit Helpers and occasional

helpers, for example parents or Trefoil Guild members. See also '[Roles in guiding](#)', and '[Flexible guiding](#)'.

Flexible guiding

'Flexible guiding' (see also [Flexible guiding](#)) describes ways in which Leaders can adapt guiding to suit local circumstances. Being flexible ensures that girls and young women can have guiding opportunities in areas where a 'one size fits all' approach would mean that guiding could not exist.

Adult to child ratios

Girlguiding UK suggests adult to child ratios (see [Adult to child ratios](#)) for normal unit meetings within the usual meeting place. Unit Leadership Teams are not obliged to follow them, apart from the mandatory requirement for two adults at all Rainbow unit meetings. The Leadership Team's decision regarding the number of girls and young women in the unit is final.

The ratios become mandatory when:

- taking the unit members out of the normal meeting place
- undertaking certain activities. (For more information, see the '[A-Z of activities](#)').

A unit meeting may be held without a qualified Leader being present at the discretion of the Commissioner, provided that in all other respects the requirements for holding meetings are satisfied and that it is only on a one-off or temporary basis.

Only in exceptional circumstances should there only be one adult running the unit (except Rainbow units where there must always be two adults). If necessary a rota of parents and other volunteers should be formed to provide extra support for the Leaders and to ensure that there is a minimum of two adults at each unit meeting. Volunteers on a rota do not need to complete criminal record Disclosure or reference checks, but any volunteers who have not done so must not be left unsupervised with girls and young women.

Supporting adults in guiding

As Girlguiding UK is such a large organisation, it is divided into smaller areas for easier administration and communication.

These areas are called:

- [Districts](#)
- [Divisions](#)
- [Counties](#)
- [Countries and Regions](#), including [British Guides in Foreign Countries \(BGIFC\)](#).

This structure is often adapted to suit local needs, for example in [Branch Associations](#), in BGIFC or in areas with few members where no Districts or Divisions exist.

The District Team

Units may be grouped into Districts led by a District Team. District Teams are encouraged to work together to meet the needs of local guiding. Most District Teams are led by a District Commissioner. Titles and administrative areas may vary; some Counties do not have Districts and not every District has a District Commissioner.

The Division Team

Districts may be grouped into Divisions led by a Division Team. Division Teams are encouraged to work together to meet the needs of guiding within a given area and provide strategic support to the County Commissioner. Most Division Teams are led by a Division Commissioner. Titles

and administrative areas may vary; some Counties do not have Divisions and not every Division is led by a Division Commissioner.

The County Team

Divisions (or Districts where there are no Divisions) are grouped into Counties led by a County Team. Guiding Counties do not necessarily correspond to local government boundaries, but are created to meet the strategic needs of guiding in a given area loosely linked to geographic boundaries. County Teams are led by a County Commissioner.

Most Counties have an Executive Committee, with its own constitution or terms of reference, to support the County Commissioner and administer guiding in that County. Counties may have a Junior Council, Forum or Panel, which should have its own constitution or terms of reference.

In some Counties the County Team may be supported by professional staff.

[Open a map of the Counties here.](#)

Countries and Regions

Counties are supported in Regions or Countries according to their geographic location.

The Regions are:

- [Girlguiding Anglia](#)
- [Girlguiding London and South East England \(LaSER\)](#)
- [Girlguiding Midlands](#)
- [Girlguiding North East England](#)
- [Girlguiding North West England](#)
- [Girlguiding South West England](#)

The Countries are:

- [Girlguiding Cymru \(Wales\)](#)
- [Girlguiding Scotland](#)
- [Girlguiding Ulster \(Northern Ireland\)](#)

All Countries and Regions have equal status and responsibilities and unless otherwise stated the term 'Country or Region' applies equally to BGIFC.

Each of the Countries and Regions has a Chief Commissioner; BGIFC also has a Commissioner. (See '[Roles in guiding](#)'.)

Each Country and Region has an Executive Committee that is appointed according to the Country or Region constitution. Country and Region Executive Committees are responsible to the [Executive Committee of Girlguiding UK](#) for the administration of guiding in their area.

The Country or Region Chief Commissioner:

- chairs the Country or Region Executive Committee
- represents her Country or Region on the Executive Committee of Girlguiding UK
- is a trustee of Girlguiding UK.

Each of the Countries and Regions has an administrative office which is supported by a small team of professional staff

Girlguiding UK support

UK core volunteer roles

Girlguiding UK has a number of volunteer roles that provide core support and contribute to the decision-making process and development of the Association.

These roles may include the:

- Patron(s)
- President
- Vice President(s)
- Chief Guide
- Deputy Chief Guide
- Treasurer
- Chairman of the Trefoil Guild
- Chairmen of Committees
- Advisers/Coordinators.

Administration

The main office for the administration of Girlguiding UK in the United Kingdom is called Commonwealth Headquarters (CHQ) and is situated in London. The professional staff and volunteers at CHQ support the Countries and Regions, the Counties, Divisions, Districts and units, and administer Girlguiding UK on their behalf.

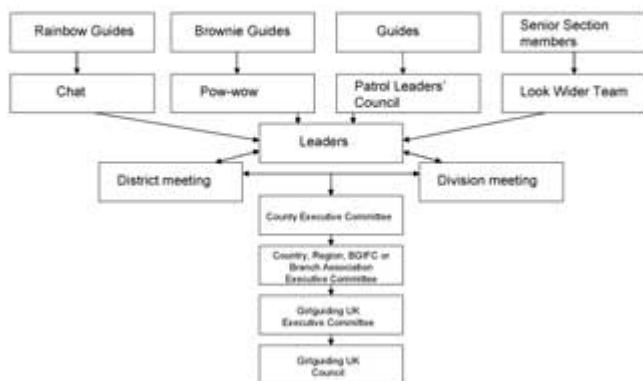
Decision making within Girlguiding UK

Girlguiding UK is a girl-led organisation and strongly encourages its young members to make their own decisions about what they do in guiding. Structures for decision making within units are appropriate to the age range of the unit members.

- Rainbow Guides and Brownie Guides discuss ideas with their Leaders as a whole unit, through the Rainbow Chat or Brownie Pow-wow.
- Guides have an opportunity to discuss ideas and suggestions among themselves during Patrol time; these ideas and thoughts can then be taken to the Patrol Leaders' Council for discussion with other Patrol Leaders and the Unit Leaders.
- Senior Section units may have a Look Wider Team or other team for communicating ideas and suggestions among the unit members and the Unit Leaders.

Channels of Communication

In some areas, these channels are adapted to suit local needs, eg in Branch Associations, BGIFC or where no Divisions exist.



Strategic decision making

Together, the Council, the Executive Committee, the Forum for Young Women and representation from the Trefoil Guild form the strategic level of Girlguiding UK's committee structure.

Feeding in to these groups are other groups representing the interests of all members of Girlguiding UK, the Association's commercial interests and its staff.

The Council

As outlined in the Royal Charter and Bye-laws, Girlguiding UK is governed by the [Council](#).

The Council:

- is responsible for upholding the aims of the Association
- maintains an overview of the Association in relation to contemporary society, taking a considered view of broad issues outside the Association
- concerns itself with the future development of Girlguiding UK in the light of these issues. Girlguiding UK's Royal Charter and Bye-laws can be read on [the Girlguiding UK website](#).

The Executive Committee of the Council

The Royal Charter and Bye-laws vest the management of the business of the Association in the Executive Committee of the Council. The Executive Committee is primarily responsible for matters of policy, finance, forward planning, direction setting and coordination of various Girlguiding UK events.

There are three categories of members:

- ex-officio voting members
- elected voting members
- non-voting members.

The voting members of the Executive Committee are the charity trustees of Girlguiding UK. A member who is under the age of 18 cannot be a trustee and is not entitled to vote.

Forum for Young Women (INNOVATE)

The Association's Forum for Young Women (known as [Innovate](#)) is a channel to promote the views of young women at all levels within Girlguiding UK. It is also used as a sounding board by both the Council and the Executive Committee. Innovate is open to all members between their 16th and 26th birthdays, and enables them to participate in Association developments and decision making.

- b) Use a Local Guiding Directory to show how the unit fits into guiding's communication network. Complete the helpful information sheet at the beginning of this workbook.

WHERE DO YOU FIT IN?

WAGGGS

World Association of Girl Guides and Girl Scouts

COUNTRY

17-19 Buckingham Palace Road

London SW1 0PT

020 7834 6242

www.girlguiding.org.uk/

Liz Burnley Until May 2011

Then

Gill Slocombe

REGION

London and South East England Region (LASER)

3 Jaggards Way

Wandsworth Common SW12 8SG

020 8675 7572

Anne Hudson - Region Commissioner Until 11th July 2011

Then

Pip McKerrow

COUNTY

Greater London West

Christine Wicks - County Commissioner

020 8337 4010

wicks@wicks7.me.uk

DIVISION

Division Commissioner

DISTRICT

District Commissioner

UNIT

You

- c) Show how information is communicated to the members of the unit, the Unit Team and your Commissioner.

How do you communicate – emails, text, letters?

- d) Read the 'Policies' section of the *Guiding Manual* and understand your commitment to stand by the policies of Girlguiding UK.

Policies

The 'rules and regulations' that ensure guiding is carried out safely, consistently and in accordance with legislation

Membership and Recruitment Policy

Girlguiding UK's policies and related statements provide a structure in which guiding can take place safely, consistently and in accordance with legislation. Policies must be followed by Girlguiding UK's members and by recognized volunteers involved in delivering or supporting guiding. These policy statements are supported by further information and resources to ensure that our members put the policies into practice.

Policy statement

Girlguiding UK is a single-sex organization in accordance with the provisions of the Sex Discrimination Act 1986. Girlguiding UK believes that the needs of girls and young women are best met through an organization catering specifically for girls and led by women.

Adults in guiding

All adult members and recognised volunteers must:

- agree to abide by Girlguiding UK's policies
- consent for their data to be held on Go! (Guiding Organiser) and, if appropriate to their role, be responsible for ensuring that details of young members are added and maintained on Go!
- undergo the appropriate [recruitment process](#) for any role undertaken.

Members and non-members are covered by Girlguiding UK's [Personal Accident and Public Liability insurance policies](#) while they are taking part in guiding activities.

Adult members can be:

- [Women aged 18](#) and over who have made or make the Promise, are actively involved in and responsible for the delivery of guiding to girls and young women and agree to abide by [Girlguiding UK's policies](#) and code of conduct

or

- women aged 18 and over who have made or make the [Promise](#), continue to support Girlguiding UK and agree to abide by its policies and code of conduct

or

- women and men aged 18 and over who do not make the Promise but who believe in the ethos of guiding, wish to support it and agree to abide by Girlguiding UK's policies and code of conduct

or

- women and men who belong to the [Trefoil Guild](#).

Adult membership of Girlguiding UK is voluntary and is open to application from women and men aged 18 years and over, regardless of faith, race, culture, nationality or any other circumstance, provided they complete Girlguiding UK's [recruitment process](#) if appropriate to the role. All young members and adult members must have their basic details stored on Go! (Guiding Organiser) and pay [an annual subscription](#).

Membership entitlements

- Female members may wear the Promise badge (if they have made the Promise) and the Leadership Qualification badge (if they have gained this qualification).
- All adult members may wear guiding clothing or activity wear appropriate to the role and occasion.
- All adult members receive free delivery of *guiding* magazine and may take out a subscription to the Trefoil Guild magazine if they wish.
- All adult members have access to the appropriate parts of the [secure website](#).
- All adult members have the opportunity to receive [membership benefits](#) from external partners.
- All adult members undertaking an active role have opportunities for further training.
- All adult members with a role are eligible for [Long Service Awards and other awards](#).
- Adults may apply to become members of Girlguiding UK without undertaking a specific role.

Roles for recognised volunteers

Most roles in guiding require the individual to be a member. Exceptions are Occasional Helper, Residential Occasional Helper, Ambassador, Friend of Guiding, supporter and committee member. Membership is not mandatory for holders of these roles but it should be encouraged. Only adult members receive a member or recognised volunteer card on payment of the annual subscription. Non-member volunteers undertaking these other roles are still required to undergo the appropriate [recruitment process](#) for the role; however, they do not pay an [annual subscription](#) so do not receive the benefits of membership.

Young members

Enabling young members to develop in an all-female environment makes a positive contribution to their self-confidence and self-esteem. The all-female environment means that girls and women

have to take responsibility for making things happen. Leadership skills and self-reliance can be developed without the added pressures of a mixed-gender setting.

Research shows that young members appreciate the opportunity afforded by Girlguiding UK to 'be themselves' without the pressures of belonging to mixed groups.

Youth membership of Girlguiding UK is voluntary and is open to any girl or young woman aged between her 5th (4th in Northern Ireland) and 26th birthdays, regardless of faith, race, culture, nationality or any other circumstance. A young member makes, or works towards making, the [Promise](#) appropriate to the section to which she belongs.

Adult membership of Girlguiding UK is voluntary and is open to application from women and men aged 18 years and over regardless of faith, race, culture, nationality or any other circumstance provided they complete Girlguiding UK's [recruitment process](#). All young members and adult members pay [an annual subscription](#).

Recruitment process

All adult members and recognised volunteers who wish to undertake an active role in guiding must undergo the recruitment process.

Anyone wishing to support guiding by undertaking a specific role will:

- have an informal meeting with the local Commissioner to ensure the individual understands guiding and its aim, and to agree which role may be appropriate
- discuss with the local Commissioner any training that may be required
- complete an online form or an [Adult Application Form](#) and must provide two referees
- complete the appropriate criminal record Disclosure process for the country in which they live, if this is required for the role to be undertaken.
- The responsibility of inviting adults and young women to undertake a role in guiding lies with the Commissioner. Where the Commissioner holds a similar level role or is a close relative to them, the invitation should be extended by a commissioner of a higher level.

Disclosure checks

Being a volunteer within Girlguiding UK is a position of trust which can lead to individuals having unsupervised access to girls and young women as well as their personal data and funds. Anyone wishing to volunteer with Girlguiding UK in such a capacity will be required to complete an enhanced criminal record disclosure check.

An adult member or recognised volunteer who refuses to undergo a criminal record Disclosure check will not be allowed to carry out any role that requires a criminal record Disclosure check.

Any existing member or recognised volunteer undertaking a role in guiding who refuses to undergo a retrospective criminal record Disclosure check when asked to do so will be withdrawn from that role immediately by the appropriate Commissioner without possibility of appeal.

Girlguiding UK's Membership and Recruitment Policy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

Ex-offenders

Criminal records are taken into account when the conviction is relevant. Having a conviction, whether it is spent or unspent, does not necessarily bar a prospective volunteer from a role within Girlguiding UK. This will depend on the circumstances and background of the offence and the role to be undertaken.

Girlguiding UK recognises that Disclosure is a most sensitive and complex area. Disclosure of any kind is dealt with on an individual basis and may be considered by a Record Check Panel at Country or Region level. Such panels operate within clear, set guidelines to provide consistency and to safeguard individual rights.

Instructors and occasional helpers

From time to time Unit Leaders, Commissioners and Advisers/Coordinators may require additional support from non-members to carry out activities. These instructors and occasional helpers are not required to undergo a criminal record check unless they will have unsupervised access to girls or young women or will be staying overnight at a residential event. Occasional helpers must still complete the relevant application information and have their information stored on Go! (see [Data Protection Policy](#)).

Resolving difficult situations

In cases of inappropriate behaviour Girlguiding UK may suspend young members or adult members from membership using the appropriate [suspension process](#).

From time to time there may be disagreements between adult members. It is expected that these can be settled amicably by the [District](#), [Division](#) or [County](#) Commissioner, as appropriate. If necessary, however, every adult member has the right of appeal through her Commissioners to her Chief Commissioner, whose decision is normally final.

A member intending to appeal against a decision made by her County Commissioner, whether it concerns a matter decided by the County Commissioner or her determination of an appeal, must notify her Chief Commissioner in writing within one month of the decision or determination. In some cases there is the opportunity for a second appeal via a formal process overseen by the Chief Guide, or her nominee if she is not available.

In exceptional circumstances the [Executive Committee](#) of Girlguiding UK may, at its discretion, order a formal inquiry into the circumstances of a dispute that has not been sufficiently resolved by the decision of the Chief Commissioner. The Executive Committee has approved procedures for holding such an inquiry and a copy is sent to the parties concerned if a formal inquiry is to be held.

Any decision of the Executive Committee to constitute an inquiry or following the holding of an inquiry is final and binding on the parties.

Equality and Diversity Policy

Policy statement

Girlguiding UK believes in being fair, open and inclusive. Members and supporters are welcomed irrespective of faith, race, culture, nationality or any other circumstance.

Girlguiding UK actively seeks and welcomes women between their 18th and 65th birthdays to take a leadership role as members. It also welcomes women and men between their 18th and 65th birthdays to become Unit Helpers, and women and men aged 18 and over to become instructors, Advisers/Coordinators, administrators etc, and encourages them to become members.

Potential Leaders and helpers do not need to have previous experience of guiding but must support the aim and Method of Girlguiding UK. Any member or recognised volunteer who will be working directly and potentially unsupervised with girls and young women must comply with the Association's [recruitment procedures](#).

The Association recognises that special support may need to be given to certain groups in its membership (for example, members with disabilities) in order to enable them to participate more widely and on a more equal basis. It takes all reasonable steps to meet the needs of members and ensure that they can take part in guiding as fully as possible.

As part of its programme of recruitment and outreach, Girlguiding UK strives to reflect the diversity of the female population in the United Kingdom and provides resources and support to Leaders to enable them to welcome all girls and young women regardless of faith, race, culture, nationality or any other circumstance.

Spirituality

Guiding does not subscribe to any particular faith or religion and believes that every member should be encouraged to take an active part in the religion or faith of her family and community.

Leaders and Commissioners should take account of the special requirements of the faiths of unit members - such as dress, diet or holiday days - when planning unit programmes and other events.

Attendance at any act of worship must always be voluntary and be seen as part of the spiritual development of the individual member. Attendance at church parade or any religious gathering is not part of the guiding programme.

No young member under 16 may attend a service of a faith or denomination other than her own, as a guiding event, without the consent of an adult with parental responsibility for her.

Safety and Safeguarding Policy

This is the health and safety policy of Girlguiding UK.

Policy statement

It is the policy of Girlguiding UK to make every effort to safeguard its members from physical, sexual and emotional harm while participating in guiding activities. The Association takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in guiding activities do so in a safe environment.

Safeguarding the membership

All Leaders, instructors and other adults, whether female or male, have an obligation to avoid creating distressing situations. The trust required between Leader or instructor and participant is fundamental to the learning process and therefore should not be jeopardised. For this reason those working with girls and young women must follow these guidelines.

Other adults present

Leaders, instructors and other supporters should avoid situations where they are alone with a girl or young woman. Ideally, the third person present should be a female adult who knows the girl or young woman. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made.

Physical contact

Physical contact between an individual and the Leader or instructor or other supporter should be avoided. There are instances when it is necessary, eg to demonstrate a skill, but such contact should remain impersonal so there is no risk of it being misinterpreted.

Appropriate language

Care should be taken about what is said, and the way it is said. Leaders, instructors and other supporters should avoid saying anything which could be interpreted as being aggressive, suggestive, or containing an innuendo.

Infatuation

Leaders, instructors and other supporters should discourage girls and young women from becoming infatuated with them. Situations where a participant develops a 'crush' on an adult need to be handled sensitively. While it is important not to encourage a participant with a crush, the adult should be aware of the damage caused by rejection. If an adult thinks a girl or young woman is developing a crush, she/he should mention it to the participant's Unit Leader or Commissioner, or other responsible adult Leader, so she/he does not have to deal with the situation alone.

Favouritism

Leaders, instructors and other supporters should avoid showing favouritism. There are times when an adult finds it easier to relate to one girl or young woman. However, singling her out can create a feeling of resentment from others in the group, or she can become the object of their teasing. Similarly, unrealistic expectations can be created, and the motive misunderstood.

Creating impressions

It is important that Leaders, instructors and other supporters do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to Leaders, instructors and participants.

Support for Leaders

Girlguiding UK endeavours to cooperate fully with any external organisations which have a concern for young people's safety. Training and support is provided for Leaders and Commissioners who may have to deal with concerns about the safety of girls and young women.

Risk assessment

It is expected that extra care will be taken by everyone working with children and young people. This requirement underpins Girlguiding UK's Safety and Safeguarding Policy and informs all the work we do when undertaking guiding activities.

Guiding has always been about offering girls fun, adventure and activity. However, in order for an activity to contain an element of challenge, it may also include an element of risk. This can be risk to those taking part or risk to unit funds or property - but risks can be managed. Girlguiding UK's [risk assessment system](#) has been prepared to help Leaders and event leaders identify the risks involved in the activities they are planning, so that these can be managed before the event. This reduces the risk of harm to Association members.

All activities, even those in the meeting place, carry an element of risk. Leaders are expected to follow Girlguiding UK's policies to ensure the unit's programme is carried out safely. Leaders can seek help and advice with residential and outdoor activities from their local Outdoor Activities Adviser/Coordinator, Camp/Holiday Adviser/Coordinator or other appropriate person, eg Walking or Water Activities Adviser/Coordinator.

In Girlguiding UK, 'participant' refers to a member, prospective member or visitor (whether from the United Kingdom or abroad) taking part in an activity. A Leader or other adult is also a participant if she/he is not a qualified instructor or competent leader for that activity.

Adult to child ratios

Girlguiding UK suggests the following adult to child ratios for normal unit meetings within the usual meeting place. Unit Leadership Teams are not required to follow them, apart from the mandatory requirement for two adults at all Rainbow meetings.

The Unit Team's decision regarding the number of girls and young women in the unit is final.

The ratios become mandatory when:

- taking the unit out of the normal meeting place
- undertaking certain [activities](#).

	Suggested minimum unit size	Suggested unit size	Suggested maximum unit size	Suggested ratio of adult to girls	Mandatory ratio
Rainbow Guide units	5	12-15	18	1:5	Minimum of 2 adults irrespective of the size of the unit.
Brownie Guide units	12	12-18	24	1:8	N/A
Guide units	12	12-30	36	1:12	N/A
The Senior Section	5	N/A	N/A	N/A	N/A

Young Leaders are members of the Senior Section helping at a Rainbow, Brownie or Guide unit. Ideally there should be no more than two Young Leaders in a unit. Rainbow units may have Rainbow Helpers and Brownie units may have Pack Leaders. These are girls in the Guide section who are working towards a specific part of their section programme. Young Leaders who have not reached their 18th birthday, Rainbow Helpers and Pack Leaders must be counted as children in the adult to child ratios when taking a unit away from the meeting place.

The recommended ratio of adults to girls does not apply to [Lone Guiding](#).

The [A-Z of activities](#) and [Residential events](#) documents for the [Training and Activity centres](#) contain details of requirements for specific activities, along with qualifications, ratios and minimum requirements for residential events.

To download forms related to camps, holidays and sleepovers go to the main [Girlguiding UK website Resource library](#).

Insurance

Girlguiding UK provides several [insurance policies](#) for the protection of its members. These cover all members and other persons associated with Girlguiding UK while taking part in guiding. Members do not have to be in guidewear for the policy cover to operate but must adhere to any rules or policies associated with the activity, otherwise any claim may be invalidated.

The two main policies are:

- [Personal Accident and Medical Expenses cover](#)
- [Public and Employers' Liability cover](#).

Additionally, the Association carries other policies, including Aviation and Marine Liability, and can offer more policies and services through its [insurance service](#). Insurance does not cover non-guiding activities (see the [A-Z of activities](#)).

Home contact system

Whenever a residential event or activity away from the meeting place is planned, a home contact must be appointed to act as the first point of call if plans change, or an accident or emergency occurs. The home contact must be a responsible adult, ideally a Leader or recognised volunteer from the local area and preferably not related to any member of the party.

Emergency procedures

In the case of an emergency the first point of contact within guiding must always be the local Commissioner, who will decide what further help is required from other areas of the Girlguiding UK volunteer and staff support structure.

Safety at large-scale events

Early in the planning stage of a large-scale event, the local emergency services, in particular the police should be informed and their advice sought on safety matters relating to the event.

Adventurous activities

Girlguiding UK encourages all its members to take part in recognised activities as described in the [A-Z of activities](#).

Learning and Development Policy

Policy Statement

Girlguiding UK encourages the development of skills through ongoing learning and development opportunities. In addition, Girlguiding UK values any relevant experience and/or qualifications which may have been gained outside guiding.

Girlguiding UK is committed to:

- the principle of recognising prior learning and experience from within and outside guiding
- providing a competence-based approach to its training and qualifications.

Potential Leaders of Girlguiding UK units must complete Girlguiding UK's [Leadership Qualification](#). All adult members and recognised volunteers are encouraged to undertake informal learning and development in support of their roles in guiding and their own personal development.

Girlguiding UK believes that learning and development in guiding results in a better programme experiences for girls and young women. A range of learning and development opportunities is offered to all its members and recognised volunteers. Some of these lead to formal qualifications recognised within and outside the Association. Learning and development opportunities are organised by Girlguiding UK, through methods such as workshops, forums and residential weekends at [Training and Activity Centres](#). Opportunities are also offered at [Country/Region](#) and local levels.

Details of local training opportunities and qualifications are available from Commissioners and Advisers/Coordinators. Girlguiding UK publishes the [Training Opportunities series](#), which gives details of the syllabuses for various qualifications.

Girlguiding UK aims to enable girls and young women to develop their potential and to make a difference to the world. Our programme for each section imparts non-formal education, promoting girls' spiritual, social, moral, physical, intellectual and emotional development in age-appropriate ways. (For more information, see Girlguiding UK's [Educational Framework](#)).

Data Protection Policy

Policy Statement

Girlguiding UK conforms to the requirements of the Data Protection Act 1994 when storing personal data on the Girlguiding UK membership database Go! as well as when storing any manual records. It is the policy of Girlguiding UK that all personal information will only be used for guiding purposes and will never be passed to a third party.

Guiding Organiser database (Go!)

Go! contains information on all Girlguiding UK members and volunteers, as well as certain other associated individuals.

The data is held centrally, and is currently updated and accessed by authorised personnel at CHQ and over secure data links by authorised personnel at Country and Region offices. During the course of 2009 the Go! system will be made available to individual members via a secure web portal. As Counties begin to use the system the records of all members will be held securely, including young members.

The information in the system is derived from information provided by individuals to authorised personnel and is usually taken from [official Girlguiding UK forms](#) including the Adult Application and Change of Details forms and the Starting... leaflets for girls and young women. Individuals are responsible for maintaining their own data, either directly or via a nominated person.

Guiding units are required to hold personal data on members of Girlguiding UK provided that it:

- relates only to members of Girlguiding UK and enables them to deliver guiding to the girls and young women in their care
- is held only to calculate remuneration, or to keep a record of payments due to or from an individual.

Units and guiding areas must use current Girlguiding UK forms, such as the Starting... series, to obtain information relevant to the safe delivery of guiding.

A member, or an adult with parental responsibility for her, has the right to request a copy of the information being held. This can be provided in the case of a girl or young woman by the Unit Leader only. In the case of an adult this information can be requested from the local Commissioner or her nominee, or from the [Membership Support Services](#). The Information Commissioners' Office guidance allows Girlguiding UK to make a charge of £10 if a 'hard' copy is requested. Email requests are free of charge.

If guiding units and areas wish to hold personal data on individuals who are not members of Girlguiding UK they must ensure that the data subjects, having been asked, have not objected.

Statement of fair processing

The data on Go! is held and used in accordance with the provisions of the Data Protection Act 1998. In particular:

- The personal data is only used for activities directly relating to guiding and/or a person's membership of Girlguiding UK.
- The information is never passed to a third party.
- The information is kept as accurate and up-to-date as is necessary for the purposes for which it is being held. The Association undertakes to keep it secure and to prevent it being used in an unauthorised or unlawful way.
- The Data Protection Act gives members rights in relation to the information held about them and members have the right to request a copy of the data.

Marketing, Communications and Media Policy

Policy Statement

Girlguiding UK is the largest organisation in the UK that provides a safe, girl-only space for girls and young women at the most formative time in their personal and social development. We have a responsibility to speak out on their behalf on issues of direct concern to girls and young women and, in doing so, to ensure that Girlguiding UK is recognised for its continuing relevance to today's girls.

Our corporate narrative and key messages

To help us convey an accurate image of our organisation, Girlguiding UK has developed a corporate narrative which explains the things that make guiding unique. From the corporate narrative come four key messages. These can be used to promote Girlguiding UK in a positive, clear, consistent and accurate manner.

- We give girls and young women a voice.
- We provide a unique, girl-only space.
- We promote equality and diversity.
- We are relevant to today's girls.

The media

Advice on dealing with local media can be obtained from the Division, County, Country or Region Public Relations Adviser/Coordinator. Before expressing an opinion to the national media on any matter of Girlguiding UK policy or principle, or proposing to deal with the national media for any reason, especially in an emergency, members must obtain advice from the Country or Region Office or the [Press Office at CHQ](#).

Public position statements

There will be occasions - for example, when dealing with the media or completing grant applications - when members will be asked to communicate Girlguiding UK's views on specific issues affecting the organisation. A series of agreed [public position statements](#) offers members an approved form of words to outline and/or explain Girlguiding UK's position on issues which are relevant to the Association's work.

[Read the Policy Position statement guidance notes along with a full list of statements designed for proactive use.](#)

In the guidance notes we provide guidelines for using the statements at a District, Division, County, Regional or National level, as well as a full list of all the topics that we have statements on, both proactive and reactive. For full details of statements designed for reactive use and any further information please contact the Girlguiding UK PR and Public Affairs team.

Politics

Girlguiding UK works with other organisations to promote the aims of guiding. The reputation, policies and practices of these organisations must be compatible with the aims of Girlguiding UK. The Association is independent of any political organisation or party and does not make political statements on behalf of its members. Membership of Girlguiding UK must not be used in any way to promote directly the advancement of individual members' party political interests or to advance an individual's campaigning interests.

However, the Association believes it has a role to play in citizenship education and encourages its members to participate in the democratic process. It recognises its responsibility to prepare girls and young women for civic leadership. It offers them full and fair information on issues which concern them and encourages them to find constructive solutions. The Association also seeks out opportunities to speak out on behalf of its young members, ensuring that their views reach key policy-makers and opinion-formers. Members must take care to ensure that they as individuals, and any guiding groups in which they have a role, are not laid open to accusations of party political bias. If taking part in a political meeting or activity as an individual, a member must not speak on behalf of Girlguiding UK or wear any clothing that could lead to those present assuming that the member is representing the views of Girlguiding UK.

Sponsorship

It is the policy of Girlguiding UK to seek and enter into sponsorship partnerships that offer 'added value' to members and enable the Association to fund projects that would not otherwise be possible. However, sponsorship opportunities are only accepted where they enhance the Association's name, help to fulfil its aim and contribute to mutually beneficial partnerships. Country/Region Offices and the [Partnerships and Sponsorship team](#) at CHQ are able to offer any support that members require before signing any form of contract with a sponsor or grant-making body such as a local authority.

Our image

Logos and branding

Girlguiding UK recognises the importance of promoting a strong, professional, recognisable identity at all levels, from national to local. Our [publications guidelines](#) contain rules which determine the correct use of the Girlguiding UK logo and the 'girls in the lead' strapline to ensure that they are used consistently and are therefore immediately recognisable. The guidelines also explain how our corporate and secondary colours should be used so that Girlguiding UK publications are easily recognisable.

Trade marks and copyright

Girlguiding UK has protected as far as possible the use of [certain terminology and designs](#). These are registered trade marks and must not be used by any manufacturer on any goods for sale without written permission from Girlguiding UK.

All published material is covered by the law of copyright. This includes text, illustrations, computer programs, sound and film recordings, broadcasts and sheet music. Anyone wishing to copy published material for a guiding purpose must contact each copyright holder requesting permission (preferably written) to reproduce the material. Permission may not be required:

- when an item is out of copyright, ie when the author has been dead for at least 70 years
- when an item is 'traditional' (and it is reasonable to assume that the author has been dead for at least 70 years)
- to quote a very small extract as part of a review of the material or for research or private study.

Material published by Girlguiding UK

In general, permission is required to photocopy or otherwise reproduce any part of a Girlguiding UK publication (printed or electronic) which is copyright. However, the Association has given a general permission for photocopies to be taken by members of the Association, or their parents, carers, from Association publications provided that they comply with certain conditions.

Finance and Property Policy

Policy Statement

Girlguiding UK is financed by its members, its supporters and its own resources, and it is the Association's duty to ensure these funds are accounted for and managed appropriately and in accordance with financial legislation. Guiding is a charity and as such adheres to the charity legislation for the country in which it is operating in all aspects of finance and property.

Charitable status

England and Wales

All guiding units and areas are charities in their own right. Only a certain number of them are obliged to register as charities. Girlguiding UK units and areas that are not obliged to register still have full charity status, and are excepted charities under the provisions of the Charities (Exceptions of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations 1961 (SI 1961 No 1044). They should describe themselves as 'excepted charities' if asked for a charity registration number.

To request a letter confirming that your unit is part of Girlguiding UK, please contact [Membership Support Services](#). Charity registration is not required in the Channel Islands and the Isle of Man. Under the provisions of the Charities Acts, the following units or areas are obliged to register as individual charities with the Charity Commission. Each is allocated its own charity registration number.

- Units and areas whose income (including legacies and donations) exceeds £100,000 in any year.
- Units or areas with any permanent endowment where income exceeds £5,000 in any year.
- Units or areas in rateable occupation of land or buildings where income exceeds £5,000 in any year.

Rateable occupation generally means having one of the following:

- ownership of freehold or leasehold land and/or buildings
- a tenancy agreement
- licence to occupy a building.

Any situation where a liability exists to pay the national non-domestic rate/uniform business rate involves 'rateable occupation', even if the local authority allows 100 per cent charitable relief from rates.

The Charities Act 2006 contains provisions altering the requirements for charity registration in England and Wales which are being introduced in stages. For current information on these requirements contact the [Legal Department](#) at CHQ. Where units or areas share ownership of property, each unit or area must register separately as a charity.

If property is held jointly with a Scout Group or area, each Girlguiding UK unit or area must register separately, even if part of a formal Joint Guide and Scout Group. Letter headings, cheques and all fundraising and promotional material used by a unit or area that is registered must state that it is a registered charity and, if convenient, include the registration number.

Financial management

Girlguiding UK is financed by:

- [subscriptions](#) from members
- the surplus from its [Trading Service](#)
- income from investments and deposits
- other sources, e.g. grants, royalties, donations and legacies.

A summary of Girlguiding UK's accounts is published in its [Annual Review](#). For a copy of the full accounts contact the [Finance and Business Development Department](#) at CHQ.

Those responsible for charity money are legally obliged to maintain proper accounting records. Every District, Division and County Commissioner and every Country or Region Chief Commissioner is encouraged to appoint a Treasurer to manage the financial affairs of the area for which she is responsible.

Individuals responsible for funds are required to undergo an enhanced criminal record Disclosure check.

It is the responsibility of the Commissioner to see that the accounts are examined or audited and forwarded for scrutiny or filing as appropriate. Copies of the accounts should be made available to Leaders and others in the area, and must by law be provided to members of the public on request.

District, Division and County Commissioners, and Country or Region Chief Commissioners, are responsible for the financial soundness of their areas.

Local guiding accounts

A unit is responsible for its own financial affairs, although it may delegate some fundraising to a [Friends of Guiding group](#). The Unit Leader may delegate the record-keeping to another responsible adult but she remains responsible for ensuring that the accounts are properly maintained.

The Unit Leader:

- is entrusted with the safe keeping of the unit's funds
- is responsible for seeing that a proper account of the funds is kept
- must ensure that the accounts are independently reviewed each year
- must ensure that a simple annual report statement is written to accompany the annual accounts.

The Unit Leader need not do all management of funds herself. In the Senior Section, for example, the Look Wider team or equivalent may manage the unit's funds and make decisions regarding their use. However, the Leader is ultimately responsible for the accounts.

The local Commissioner must ensure that unit accounts are prepared and formally examined in accordance with the Charities Acts (and, in England and Wales, filed) when annual income exceeds £10,000. Where annual income and expenditure is below £10,000 (£5,000 for Scotland) it is a Girlguiding UK requirement to have the accounts independently reviewed each year.

The publication [Helpful information about finance](#) details the minimum standard of record keeping for units. This publication is updated as required to reflect changes in:

- accounting recommendations made by the Charity Commission
- legal obligations
- the length of time for which accounts should be kept

Annual subscription

Girlguiding UK sets a subscription which is agreed on an annual basis. In addition, a further subscription may be set by the:

- [Country or Region](#)
- [County](#)
- [Division](#)
- [District](#)

The annual subscription is payable by all members and prospective members. No member pays more than once. For example, if a member has more than one role they will only pay the annual subscription once, usually at the most local level.

The money collected via the annual subscription benefits guiding at local and national levels.

It covers necessary running costs and ensures that we meet the needs of our members at all times.

It also finances:

- the development of resources for girls and adults
- [insurance](#) for all girls and adults for all guiding activities, including unit meetings
- training for adult Leaders
- support for Leaders and recognised volunteers.

The annual subscription may be collected in various ways. Some units charge higher regular subscriptions throughout the year to cover the fee. Some ask for it to be paid annually (on 22 February). Some may charge new members a joining fee.

In cases of hardship, the Unit Leader and the girl's parents will discuss the situation and agree a solution.

Fundraising

Fundraising practice must follow the fundraising provisions of the Charities Acts and other relevant legislation, and local government bye-laws.

Gifts or donations from a unit or area to an individual or another charity must not be made from general funds, but must be made with money collected for that specific purpose.

Funds raised for a declared specific purpose must be used only for that purpose. The income and expenditure must be shown separately in the unit's or area's accounts and may be deposited or invested separately from the general funds, if desired. Funds may be raised for more than one purpose at the same time (eg a children's charity and the unit) provided all beneficiaries are listed on any promotional literature, sponsor forms, collecting buckets etc.

A series of downloadable booklets on different aspects of fundraising is available on [Girlguiding UK's website](#).

Sponsorship

Sponsorship is the giving of money or gifts in kind, or both, by another organisation in return for benefits from Girlguiding UK (such as having its name on materials produced) which are of commercial benefit to the partner organisation. As such, the money or gifts in kind usually come

from the organisation's marketing or education budgets. Fundraising, by contrast, is soliciting goods or money from an organisation without offering any direct benefit to the organisation. This money usually comes from a community budget. Note that gaining media coverage for a donation given by a company does not make the gift into sponsorship.

Grants

Grants are often available, from both within and outside guiding, for example to help towards the cost of travel, training, research or accommodation. For more information, see [Girlguiding UK's website](#).

Prize money

Prize money won in a competition by a member of Girlguiding UK acting as such is kept by her unless specified otherwise in the competition rules.

Balloon Releases

Environmentally, balloon releases do a lot of damage and can affect farming and marine habitats in an adverse way. If you have already planned to hold a large balloon release we would advise you to ensure that the balloons are bio-degradable and ask that you do not attach string, ribbon or tags to the balloons. We would strongly recommend that this type of spectacle is avoided if at all possible in your future plans.

Sky Lanterns/Chinese Lanterns

These, like balloons, eventually fall to the ground and can cause considerable harm to wild life and the environment. The wire element of the lantern in particular could kill any animal that eats it and causes damage to farm machinery. We would strongly recommend that this type of spectacle is avoided if at all possible in your future plans.

Charity trustees and the trustees of charities

The responsibility for managing a charity falls upon the charity trustees. In guiding, the charity trustees of a unit or area are typically:

- the voting members of a County or Country/Region Executive Committee
- the members of a Division or District Committee
- the Leader and any Assistant Leader(s) of a unit.

If a unit leader has general control and management of the administration of a unit (including the unit funds) and complies with Girlguiding UK procedures then she is in fact fulfilling her obligations as a charity trustee'

Under the Charities Act 1993, anyone who has been made bankrupt or has entered into a formal arrangement with creditors may not act as a charity trustee until discharged, unless the Charity Commission grants a waiver.