



# Welcome to Girlguiding

**New starter form to be completed by parents/carers of young members aged 14–17 years.**  
**Find out about [Rangers](#), [young leaders](#) and [young external volunteers](#) on our website.**

This form should be used by parents/carers of:

## **Rangers**

Rangers is for 14–18-year-olds. It's regular meetings with your local group, trips at home and abroad, making a difference to the things you care about.

## **Young leaders**

Young leaders volunteer to help girls make the most of their time in Rainbows, Brownies and Guides.

## **Young external volunteers**

Young external volunteers inspire girls aged 4–14 while building leadership skills, having a brilliant time, and completing the volunteering section of an external award.

## **What does it cost?**

All Girlguiding groups or 'units' charge subscriptions or 'subs' to cover unit running costs. These can be paid weekly, monthly or each term. There's also an annual subscription paid by all members that covers the day-to-day running of our charity and your local guiding area. This is sometimes included in unit subs.

Because all Girlguiding units are different, costs can vary. For Rangers, the unit leader will let you know the costs for your unit and when these can be paid. There's usually an extra charge for special activities, days out, residential events and holidays. Your unit leader will share all the information you need about these in advance. Those who are in volunteering roles are not usually required to pay subs.

We try to make guiding affordable for all girls and there's help at hand if you can't meet the costs. If you're concerned about any of these costs, speak to your unit leader and she can tell you about ways we can help, including our grants.

## **Gift Aid**

As Girlguiding is a charity, if you pay income tax we can use Gift Aid to claim an extra 25p for every £1 you give us, including your child's subs. So we'd really appreciate it if you could sign the Gift Aid form on p6: the extra money will go straight back to your child's unit.

## **What you should do to support your young person and the volunteers at the unit?**

All of our units are run by volunteers who give their time to create an environment that empowers young members to be the best that they can be. The Girlguiding community treats everyone with respect and dignity and values the support that parents/carers can give to help to set positive examples. You can help and support your child and the volunteers at your unit by:

- Encouraging your young person to get involved.
- Checking with your young person to make sure that they have let the unit leader know in advance if they are unable to attend.
- Make sure that you tell your young person if you change your personal details so they can update them on the membership system (GO) and inform the unit leaders of any changes. This will ensure the young person's safety.
- Ask your young person about information and paperwork (such as consent forms) so that they can be returned promptly and payments can be made on time.
- Positively reinforcing our ethos of treating all people with respect and dignity.

## **Parent/carers permission to take part in activities**

This will need to be given by you until your young person turns 18 for activities outside of unit meeting times, adventurous activities, day trips and residential events. Please check with your young person for any paperwork. If you have questions or concerns about this, please speak to your leader.

## Unit details

The sections on this page should be filled in as appropriate for Rangers, young leaders and young external volunteers.

Unit name	
Meeting place	
Meeting day/time	
Unit email (if applicable)	
Unit social media (if applicable)	

## Unit subscription details

How often it is paid		How much	
Your child's subscription (please check one)	<input type="checkbox"/> includes	<input type="checkbox"/> excludes	<input type="checkbox"/> partly pays for
	the Girlguiding annual membership subscription		
You can pay it by			

## Leader details

Unit main contact			
Phone number(s)			
Email			
Unit secondary contact			
Phone number(s)		Email	

## Area support

Your child's unit is part of a wider Girlguiding family.

The unit is part of		District and/or Division
		County
		Country/Region

## Local commissioner

Name			
Phone number(s)		Email	

We take your concerns seriously. If you ever need to talk about an issue with someone other than your unit leader, contact the local commissioner in the first instance. Or you can contact us at [www.girlguiding.org.uk/about-us/contact-us](http://www.girlguiding.org.uk/about-us/contact-us).

## Buying Girlguiding uniform, gifts and resources

To find your nearest Girlguiding or volunteer shop ask your leader, call 0161 941 2237 or visit [girlguidingshop.co.uk](http://girlguidingshop.co.uk) > [Find a Volunteer Shop](#). You can buy your guiding essentials online at [girlguidingshop.co.uk](http://girlguidingshop.co.uk). To order by phone from your latest Guiding Essentials catalogue call 0161 941 2237. For any buying queries please email us at [tradingshop@girlguiding.org.uk](mailto:tradingshop@girlguiding.org.uk)

Your local shop	
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**Parents and carers: please keep pages 1 and 2 for your information.**

## Essential information

The email address should belong to the young person so that they can manage their information on GO.

Young person's name	
Young person's email	

### Parent/carers details – required

This must be the person who has legal responsibility for this member. This person must sign this form.

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

## Additional information

In addition to the information that you have supplied on this form your young person has been asked to complete the following information (as appropriate) on the Girlguiding membership system (GO).

They can login at [go.girlguiding.org.uk](https://go.girlguiding.org.uk) where they will also find help guides for filling in their information:

- Full name, preferred name and date of birth
- Home address, email address, telephone numbers (mobile and/or landline)
- Parent/carers details and an emergency contact
- School
- Details about how they get to and from unit meetings
- Any relevant health information
- Photo preferences

It is very important for the safety of everyone involved with Girlguiding that all these details are kept up to date. In order to maintain this we ask that you check with your young person that these are correct and make sure that any changes to your details are communicated to your young person and the unit leader (if appropriate).

### Communications

To deliver good quality guiding, local leaders will need to communicate with members or young member's parents/carers. We need to be able to tell you information about planned activities so that together we can participate in great local guiding. The unit leader may also need to contact you about any last minute changes to our plans. Please speak to your unit leader to find out more.

### Phone number

<input type="checkbox"/> I'm happy for my child's leader to save my telephone number on her personal mobile phone.
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**Leaders: once completed, please ensure the information on pages 3 and 4 is recorded on GO. Paper copies should be securely destroyed.**

## Additional parent/carer details

Please give details of your child's 2<sup>nd</sup> and 3<sup>rd</sup> parents or carers if applicable

### 2<sup>nd</sup> parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

### 3<sup>rd</sup> parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

## Emergency contact details

Emergency contact(s) should be available during unit meeting times, but we'll always try to contact a parent/carer first in an emergency. It's best to choose two people who don't live together to maximise the chance of getting hold of someone immediately.

### 1<sup>st</sup> emergency contact details – required

Name	
Relationship to young person	
Address	
Phone number(s)	

### 2<sup>nd</sup> emergency contact details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	

**Leaders: once completed, please ensure the information on pages 3 and 4 is recorded on GO.  
Paper copies should be securely destroyed.**

## Volunteering

Girlguiding wouldn't exist without our volunteers. Every extra adult helping out makes a massive difference – is this something you'd consider?

Could you help at meetings?	<input type="checkbox"/> Regularly	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Can you help occasionally with any of the following?	<input type="checkbox"/> Transport	<input type="checkbox"/> Activities	<input type="checkbox"/> Camps or holidays
Other – if you have interests, skills, equipment or anything else that you'd be prepared to share with your unit at some point, we'd love to hear from you. Let us know here.			
You can also register your interest to volunteer on our website at <a href="https://www.girlguiding.org.uk/interested">Girlguiding.org.uk/interested</a>			

## Confirmation

As part of the Girlguiding programme, your child will take part in varied activities. The unit may visit indoor and outdoor spaces local to the unit meeting place during unit meetings. The unit leadership team will let you know about these activities ahead of time and risk assess them. By allowing your child to attend a unit meeting, you consent to their participation in any planned activities. If you have any questions or concerns about any planned activities, please speak to the unit leadership team. You'll be asked to give additional parent or carer consent for adventurous activities, activities outside unit meeting times, day trips and residential stays.

I confirm that the information that I've provided for this form is correct at the time provided and that I've read the information about supporting my child and the unit volunteers. I'm happy for Girlguiding to contact me in the ways I've indicated above. I understand that the Girlguiding community treats everyone with respect and dignity and I understand my role in helping to uphold the values of Girlguiding.

Name of child	
Signature of parent/carers*	
Date	

\*Both electronic and wet ink signatures are acceptable

### What will you do with my data?

It's simple. We need the information that you share with us to run our exciting activities and to satisfy our legal responsibilities. We'll keep it safe for as long as your child is an active member.

We promise we'll only share your information if:

- you ask us to
- the law requires us
- in order to comply with our policies so your child can enjoy an activity safely
- it's in the public interest

Don't worry – we'll never sell your data or share it for any other reason.

Girlguiding is the registered data controller\* for all our members' personal information, both in the UK and around the world.

Want to find out more about how we use your information – and your rights?

Visit [www.girlguiding.org.uk/privacy-notice/](https://www.girlguiding.org.uk/privacy-notice/)

\*The organisation that manages and looks after your data

**Leaders: once completed, this page should be kept in a secure location for the duration of membership +1 year.**



## Gift Aid declaration

We have the opportunity to boost the money going into our unit by as much as 25%.

Due to government legislation on Gift Aid, we can claim back 25p for every £1 of the money you donate – including your child's subscription. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Young member's name:

In order to Gift Aid your donation you must complete the following:

I want to Gift Aid donations made	<b>Please tick all that apply</b>		
	<input type="checkbox"/> In the past 4 years	<input type="checkbox"/> Today	<input type="checkbox"/> In the future

**Leaders: please fill in your unit name and unit charity number (if applicable)**

For England and Wales, this is only applicable if your unit is registered as an individual charity with the Charity Commission. For Scotland and Northern Ireland, you must include your charity number.

Unit name (required)	
Unit charity number (if applicable)	

### Donor's details

Title			
First name			
Surname			
Address			
Signature*			
Post code		Date	
<input type="checkbox"/> I am a UK taxpayer and understand that if I pay less income tax and/or capital gains tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.			

\*Both electronic and wet ink signatures are acceptable

### Please notify your Girlguiding leader if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay income tax at the higher rate or additional rate and want to receive additional tax relief, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.

**Leaders: once completed this page should be kept in a secure location for 7 years after the last claim made.**