

**Guides is a relaxed, welcoming space where you can have fun, learn and be yourself with good friends from 10 to 14 years old. Find out more about Guides [on our website](#).**

## What do Guides need?

Guides don't need anything in particular to get started – as long as they're in sensible clothes and shoes (think fun and active) then they can join straight away. Your Guide leader will talk to you in the first few weeks to organise things like uniform, once your child has settled in.

Girlguiding produces everything you'll need – comfy Guide uniform, a Guide handbook (which tells your child all about being a Guide), and a range of Guide accessories and resources to help her feel at home in guiding. You can find out where to buy these on page 2.

## What does it cost to be a Guide?

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 subs.

Because all Girlguiding units are different, costs can vary. Your Guide 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 Guide unit leader will share all the information you need about these in advance.

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 p7: the extra money will go straight back to your child's unit.

## What you should do to support your Guide 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 Guide and the volunteers at your unit by:

- Encouraging your Guide to get involved and bringing her along regularly to unit meetings.
- Letting your unit leader know in advance if the young member is unable to attend.
- Keeping your personal details up to date on the membership system (GO) and informing the unit leaders of any changes. This is to ensure your Guide's safety.
- Looking out for information and returning paperwork (such as consent forms) promptly.
- Making payments on time.
- Encouraging your Guide to understand and uphold the Girlguiding Promise.

## Moving on from Guides

Once your child turns 14 years old, she can continue her Girlguiding journey in Rangers, for girls aged 14-18.

Or she could become a young leader with a local unit and grow her leadership skills while helping to inspire girls in Rainbows or Brownies.

When the time comes, your Guide leader can tell you everything you need to know and support you and your child to make the move.

## Unit details

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](http://girlguidingshop.co.uk). 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: once completed, please keep pages 1 and 2 for your information.**

## Essential information

It's essential the information we collect, store and use for your child's membership is accurate. Please tell the unit leaders about any changes and keep your personal details up to date on our membership system GO. You can find our parent and carers' guide to GO [on our website](#).

Young person's name	
Young person's preferred name	
Young person's date of birth	/ /

## 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	

## Health information

To make sure your child is able to participate and enjoy a range of guiding opportunities during her membership, we ask that you complete the following health information. Any information that you give about a child's disabilities or health condition will be used to help volunteers make guiding more accessible for your child. We recommend that you speak to your unit leader about support and adjustments the unit can provide.

Please tell your leader if there is anything else happening in your Guide's life which will help our volunteers to support her and look after her safety.

## Required information

Do you consider your child to be disabled or to have a health condition? This could include physical impairments, learning difficulties or disabilities, mental health difficulties, sensory impairments, or any other medical conditions including epilepsy, asthma and diabetes. If your child would benefit from adjustments in order to help her participate fully please also see our <a href="#">adjustment plans on our website</a> .		<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabilities, health conditions or medication		

**Note:** There will always be at least one person at every unit meeting, activity or event with a valid first aid qualification. If you have any questions or concerns about this, please speak to the unit leader. Please label any medication with your child's name and provide clear instructions for its use. If applicable, ensure that a spare, clearly labelled inhaler or adrenaline auto-injector is brought to the event to be held by the first aider.

**Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO. Paper copies should be securely destroyed.**

## Health information – continued

Unit meeting activities can often involve equipment, materials and food. So please add any allergies or dietary requirements here.

Allergies	Dietary requirements

## Photo preferences – required

We sometimes take photos and/or videos during our activities. Please let us know your preference for the way in which we can use photos of your child. **Choose one option only.**

☐ **[a]** 'Photos/videos can be shared and published and used for marketing – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used for promotional and marketing purposes, published in public-facing media and shared within Girlguiding and with partners and local newspapers'.

☐ **[b]** 'Photo/videos can be used for unit use only – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used as a record of unit activities, not published in any public-facing media and not shared outside the unit'. This may include unit specific social media channels (that are closed to the public).

☐ **[c]** 'Do not take photo/videos – this means I do not want photos, videos, storytelling and other visual and audio content featuring my child to be taken'.

Photo/video permissions differ for large scale events (where over 100 participants are present). Consent forms will state clearly if an event is large scale, and will request parents/carers to tell leaders if they don't wish photos/videos of their child to be taken at the event.

## 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

☐ I'm happy for my child's leader to save my telephone number on her personal mobile phone.

## Transport arrangements – required

Nothing is more important than your child's safety, so we need to know who'll be accompanying her to and from meetings. If this information changes, or if there's someone who shouldn't be accompanying your child, please tell your leader immediately. When dropping off, please make sure that there's a responsible adult present before you leave.

Dropping off	
Picking up	

Please tell us which school your Guide attends

School:

**Leaders: once completed, please ensure the information on pages 3,4 and 5 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 3,4 and 5 is recorded on GO.  
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## 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 Guide 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.**