



# Starter form to be completed by parents/carers of young external volunteers aged 13 years

## This form should be used by parents/carers of:

### 13-year-old young external volunteers

Get new skills, inspire girls and have fun all whilst working towards the volunteering section of an external scheme.

### Why is this different to the starter form for the parents/carers of 14-17-year-old members?

Members aged 13 and under can't log into GO to update/access their own details. We use a different form to get the right contact details of their parent/carer. Once they're 14, their leader can help them login to update this themselves.

## What does it cost?

All Girlguiding groups (known as 'units') charge subscriptions or 'subs' to cover the costs of equipment, activities and hiring the meeting place. 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. 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 so look out for more information. Those who are in volunteering roles usually are not required to pay subs.

We try to make guiding affordable for all girls and young women 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.

As Girlguiding is a charity, if you pay income tax we can use Gift Aid to claim 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 young person and the volunteers at the unit?

All of our units are run by volunteers who give up 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 young person 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 that they can update them on the membership system 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.

All 13 year old young external volunteers will be asked to undertake safeguarding training as part of their role. If you have questions or concerns about this please speak to your leader.

## Parent/Carer permission to take part in activities

This will need to be given by you until they turn 18 and includes activities at regular meetings and for outings and special events. Please check with your young person for any paperwork. If you have questions or concerns about this, please speak to your leader.

The sections on this page should be filled in as appropriate for a young external volunteer.

## Unit details

Unit name	
Meeting place	
Meeting day/ time	
Unit email	
Facebook/ twitter	

## Unit subscription details

How often it is paid		
How much		
It _ the Girlguiding annual membership subscription	includes	
	excludes	
	partly pays for	
You can pay it by		

## Leaders

Unit main contact			
Landline		Mobile number	
Email			
Unit secondary contact			
Landline		Mobile number	
Email			

## Area support

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

Her unit is part of		
This is within		County
In		Country/ Region

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 our national support team through our website: [girlguiding.org.uk](http://girlguiding.org.uk)

## Local commissioner

Name	
Phone number	
Email	

## Buying guiding uniform, gifts and resources

To find your nearest Girlguiding or volunteer shop ask your leader, call 0161 941 2237 or visit <a href="http://girlguidingshop.co.uk">girlguidingshop.co.uk</a> > Shop Locator.	Your local shop
You can buy your guiding essentials online at <a href="http://girlguidingshop.co.uk">girlguidingshop.co.uk</a>	
To order by phone from your latest Guiding Essentials catalogue call 0161 941 2237.	
For any buying queries please email us at <a href="mailto:tradingshop@girlguiding.org.uk">tradingshop@girlguiding.org.uk</a>	

Once completed please pass pages 1,2 and 3 to the applicant's parent/carer

## Essential Information

We copied the information below from the Girlguiding 'Join' enquiry you filled in. It's essential the information we collect, store and use for your child's membership is accurate. If there are any mistakes or omissions, please correct them. The contact details entered here will be used to contact the young external volunteer. Once they turn 14, they can give their leader their personal email address so that they can log into GO and update this to their own contact details should they wish to. Please speak to the unit leader for more information.

Young person's name	
Preferred name	
Date of Birth	

## Parent/carer details

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

### Compulsory field

Name			
Relationship to young person			
Address			
Landline		Mobile number	
Email			

### 2<sup>nd</sup> Parent/carer details - complete as required

Name			
Relationship to young person			
Address			
Landline		Mobile number	
Email			

### 3<sup>rd</sup> Parent/carer details - complete as required

Name			
Relationship to young person			
Address			
Landline		Mobile number	
Email			

## Emergency contact details (person to contact if parent/carer above is not available)

### Compulsory field

Name			
Relationship			
Address			
Landline		Mobile number	

### 2<sup>nd</sup> Emergency contact (person to contact if parent/carer above is not available)

#### Complete as required

Name			
Relationship			
Address			
Landline		Mobile number	

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

To ensure 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.

**Compulsory field**

<p><b>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 adjustment plans online.</b></p>	
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<p><b>Disabilities or health conditions</b></p>	
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Unit meeting activities can often involve equipment, materials and food. Therefore please add any allergies or dietary requirements here.

<p><b>Allergies</b></p>	
<p><b>Dietary requirements</b></p>	

Please tell your leader if there is anything else happening in you child's life which will help our volunteers to support them and look after their safety

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## Additional Information request

Please tell us which school your child attends

School	
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## Transport Arrangements (to be completed by parent/carer)

### Compulsory Field

Nothing is more important than your child's safety, so we need to know who'll be accompanying them to and from meetings. If this information changes please inform your leader immediately. When dropping off please make sure that there is a responsible adult present before you leave.

Dropping off	
Picking up	

## What will you do with my data?

It's simple. We need the information 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 [girlguiding.org.uk/privacy notice](https://girlguiding.org.uk/privacy-notice)

\* The organisation that manages and looks after your data

Once completed please ensure the information on pages 3,4 and 5 is recorded on GO.  
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## Photo preference - Compulsory Field

We sometimes take photos and/or videos during our activities.

Please indicate below your preference for the way in which we can use the 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 parent/carer to tell leaders if they do not 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 parent/carer. We need to be able to tell you the information, that you need to know, so 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 numbers

I am happy for my child's leader to store my telephone number on her personal mobile phone

## Confirmation

I confirm that the information that I have provided for this form is correct at the time provided and that I have read the information about supporting my child and the unit volunteers. I am happy for Girlguiding to contact me in the ways I have 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/carer	
Date	

## Volunteering

We couldn't do any of the work without our volunteers. Every extra adult helping out makes a massive difference - is this something you'd consider? Girlguiding could not run without our volunteers, we have a variety of different roles, if you can help out once a term, once a year or share a skill.....

We understand that this won't be possible for everyone, any support you can offer will be warmly welcomed.

Are you willing to help at meetings	Regularly	Occasionally	Never
Can you help occasionally with any of the following?	Transport	Activities	Camps or holidays
Other - if you have interest, skills, equipment or anything else that you'd be prepared to share with your child's unit at some point, we'd love to hear from you. Please give details			
You can also register your interest to volunteer on our website at <a href="http://Girlguiding.org.uk/interested">Girlguiding.org.uk/interested</a>			

Once completed this page should be kept in a secure location for the duration of membership +1 year

## Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate

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.

Money that you donate via Gift Aid goes directly to help your child's unit.

Name of young person

### Past, present and future donations to Girlguiding

Unit name

If the unit you wish to donate to is in England or Wales please complete this box (not all units in E&W have a charity number - if this is the case leave blank).

Unit Charity number if applicable

- Do not enter the central Girlguiding charity number unless you wish the central charity to receive the Gift Aid.

If the unit you wish to donate to is in Scotland or Northern Ireland and is registered with the charity regulator (OSCR or Charity Commission NI) please complete this box.

Scottish Charity Number/Unit Charity registration number

- Do not enter the central Girlguiding charity number unless you wish the central charity to receive the Gift Aid.

#### EVERYONE should complete this box. Compulsory field

Please treat as Gift Aid donations all qualifying gifts of money made

Today

In the past four years

In the future

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.

#### Donor's details (please print in black ink)

Title

First name or initials

Surname

Address

Postcode

Signature

Date

#### Please notify Girlguiding 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.

Once completed this page should be kept in a secure location for 7 years and then securely destroyed