



Welcome to Guides

Guides is all about fun, learning and making things happen.

Guides is for girls aged 10-14. Guides get involved in planning everything they do such as adventurous activities and exploring new places, helping the community and learning skills for life.

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 buy these online at girlguidingshop.co.uk, from our Guiding Essentials catalogue or from our local volunteer run shops. Only if you buy directly from us can you be sure that 100% of profits stay in guiding, enabling us to offer life-changing opportunities to even more girls and young women.

If you have any questions about what your child needs to get started in Guides, please speak to your Guide leader.

What does it cost to be a Guide?

All Girlguiding groups (also called '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 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 so look out for more information.

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.

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 Guide 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 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 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 and Laws.

Moving on from Guides

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

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 girlguidingshop.co.uk > Shop Locator.	Your local shop
You can buy your guiding essentials online at 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	

Once completed, please pass pages 1 and 2 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.

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 child			
Address			
Landline		Mobile number	
Email			

2nd Parent/carer details - complete as required

Name			
Relationship to child			
Address			
Landline		Mobile number	
Email			

3rd Parent/carer details - complete as required

Name			
Relationship to child			
Address			
Landline		Mobile number	
Email			

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

Compulsory field

Name			
Relationship to child			
Address			
Landline		Mobile number	

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

Complete as required

Name			
Relationship to child			
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>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.</p>	
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<p>Disabilities or health conditions</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>Allergies</p>	
<p>Dietary requirements</p>	

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

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

Additional Information request

Please tell us which school your Guide 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 her 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://www.girlguiding.org.uk/privacy-notice)

* The organisation that manages and looks after your data

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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 Guide 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 Guide 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 Girlguiding.org.uk/interested			

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 child	
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Past, present and future donations to Girlguiding

Unit name	
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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.	
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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.	
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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