



Please fill in all relevant sections of this form and return to your unit leader.

# Welcome to Girlguiding

## Virtual guiding new starter form

Although we've had to put all our in-person unit meetings on hold, we're still keen to meet, stay connected with girls, try new activities and work towards badges and awards.

Units are keeping in touch in lots of different ways during this time, some are sending out newsletters and activities to their girls and others are meeting online. Units don't have to be running virtually and some are taking a break. Girls in those units can take part in our Adventures at home activities and work towards badges. Your leader will be able to give you more information about how their unit is keeping in touch.

We've designed this virtual guiding new starter form to capture all the information that you and your leader need in order for your child to join in virtual guiding. When in-person unit meetings are running again you'll need to complete [the new starter form](#) to capture the additional information you and your leader will need.

### What does it cost to join Girlguiding?

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.

Your leader will let you know the costs for your unit and when these can be paid. The costs for online guiding may be the same or less than the costs when the unit is meeting in-person again.

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. Your leader will send you a gift aid form and we'd really appreciate it if you could sign it and send back. The extra money will go straight back to your child's unit.

### What you could do to support your child 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:

- Access to the platform is made through the parent/carers account, unless your child meets the age restrictions for the platform.
- Encouraging your child to get involved with unit meeting activities.
- Letting your unit leader know in advance if your child is unable to attend.
- Informing the unit leaders of any changes to your personal details so that they can update the membership system. This is to ensure your child's safety.
- Looking out for information and returning paperwork (such as consent forms) promptly.
- Making payments on time.
- Encouraging your child to understand and uphold the Girlguiding Promise and Laws.

## This page is to be filled out by the leader

### Unit details

Unit name	
Meeting platform eg newsletter or Zoom	
Meeting day/time	
Unit email	
Facebook/twitter	

### Unit subscription details

How often it is paid				
How much				
This unit subscription	Includes	Excludes	Partly pays for	the Girlguiding annual membership subscription
You can pay it by (insert payment method)				

### Leaders

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

### Area support

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

Her unit is part of		District/ Division
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)

Name	
Phone number	
Email	

### Buying guiding uniform, gifts and resources

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 mailto:[tradingshop@girlguiding.org.uk](mailto:tradingshop@girlguiding.org.uk)

To find your nearest Girlguiding or volunteer shop ask your leader, call 0161 941 2237 or visit [girlguidingshop.co.uk](http://girlguidingshop.co.uk) > [Shop Locator](#).

Please be aware that your order may be delayed during this time, check the online shop for more details.

## This page is to be filled out by the parent/carer or young member over 14

### Essential information

It's essential the information we collect, store and use for your child's membership is accurate.

Membership number	
Name	
Surname	
Preferred name	
Date of birth	
School	

### Parent/carer details

This must be the person who has legal responsibility for this member. This person must sign this form and the virtual meeting consent form (if applicable). If this person is not the person who will supporting this member through virtual guiding you need to ensure that the leader knows this before the first meeting.

Name	
Relationship to the young member	
Address	
Landline	
Mobile number	
Email	

### Emergency contact details

This is the person to contact if the parent/carer above is not available. They should live at a different address to the member. This is in case there was an emergency happening at the member's home.

Name	
Relationship to the young member	
Address	
Landline	
Mobile number	

### Additional information request

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

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 problems, sensory impairments, or any other medical conditions. If your child would benefit from adjustments in order to help her participate in guiding, please speak to your unit leader or contact [infoteam@girlguiding.org.uk](mailto:infoteam@girlguiding.org.uk) for more information.

Disabilities or health conditions	
Allergies	

**Once completed please ensure that the information on this page is recorded on GO. Paper copies must be securely destroyed**

## Photo permission

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. If you are over 14 please complete this section yourself.

[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 daughter 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 daughter to be taken/collected, used as a record of unit activities, not published in any public-facing media and not shared outside the unit'.

[c] 'Do not take photo/videos - this means I do not want photos, videos, storytelling and other visual and audio content featuring my daughter 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

	YES	NO
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## Confirmation

### Parent/carer 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 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 young member	
Signature	
Date	

### Rangers - additional confirmation for members over 14

I confirm that the information that I have provided for this form is correct at the time provided. 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	
Signature	
Date	
Email address	

Please fill in all relevant sections of this form and return to your unit leader.

- This can be done by email - please type your name in the signature box, a physical signature is not necessary.
- You (parent/carer) must return this form to the leader from the email address you have written above.
- If your child is over 14 and has completed their own confirmation you must copy them into the email when you send the form back to the unit leader.

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

## 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 daughter 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 daughter can enjoy an activity safely we 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