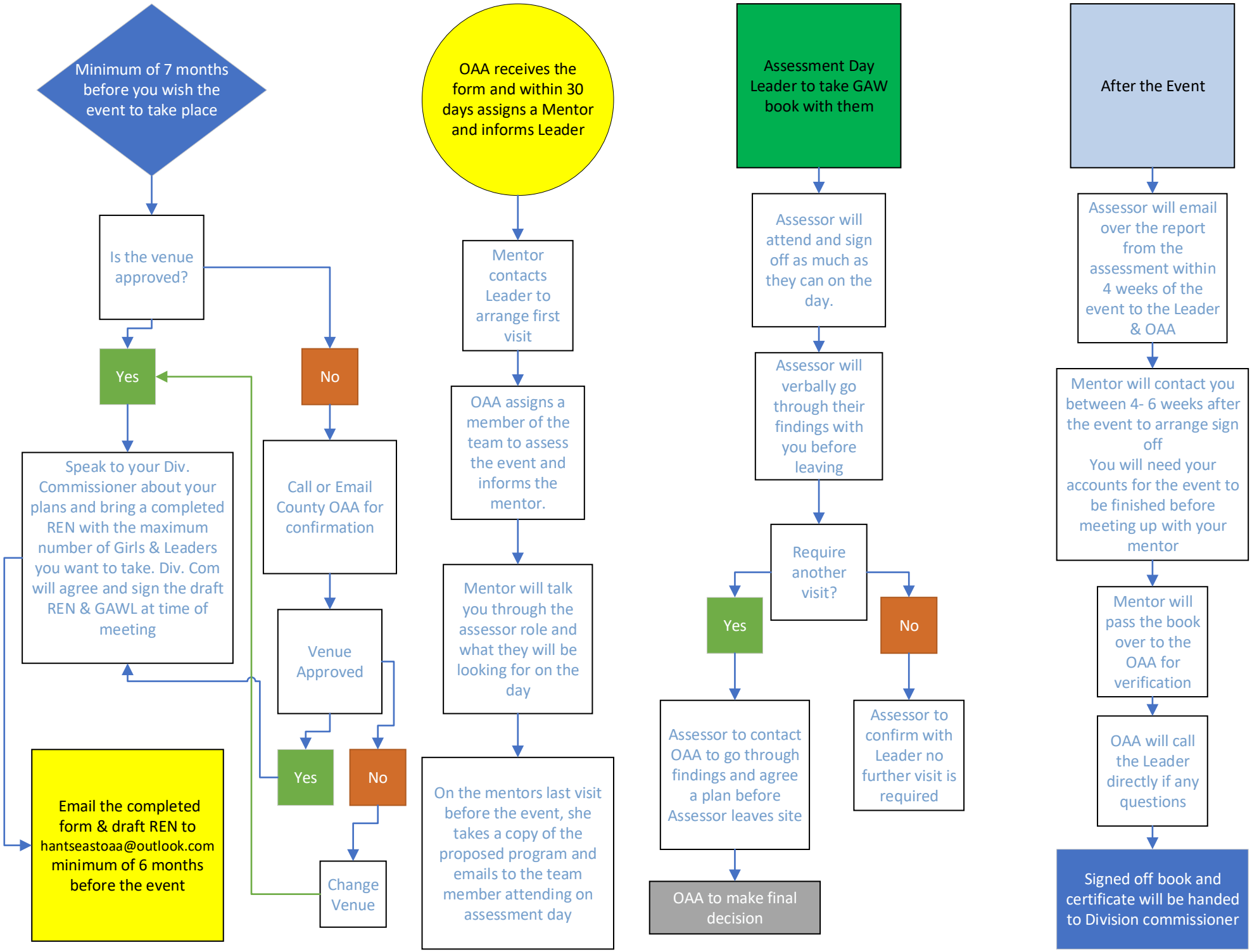
Minimum of 7 months before you wish the event to take place
Is the venue approved?
Yes
No
Speak to your Div. Commissioner about your plans and bring a completed REN with the maximum number of Girls & Leaders you want to take. Div. Com will agree and sign the draft REN & GAWL at time of meeting
Call or Email County OAA for confirmation
Venue Approved
Yes
No
Change Venue
Email the completed form & draft REN to hantseastoaa@outlook.com minimum of 6 months before the event
OAA receives the form and within 30 days assigns a Mentor and informs Leader
Mentor contacts Leader to arrange first visit
OAA assigns a member of the team to assess the event and informs the mentor.
Mentor will talk you through the assessor role and what they will be looking for on the day
On the mentors last visit before the event, she takes a copy of the proposed program and emails to the team member attending on assessment day
Assessment Day Leader to take GAW book with them
Assessor will attend and sign off as much as they can on the day.
Assessor will verbally go through their findings with you before leaving
Require another visit?
Yes
No
Assessor to contact OAA to go through findings and agree a plan before Assessor leaves site
Assessor to confirm with Leader no further visit is required
OAA to make final decision
After the Event
Assessor will email over the report from the assessment within 4 weeks of the event to the Leader & OAA
Mentor will contact you between 4- 6 weeks after the event to arrange sign off
You will need your accounts for the event to be finished before meeting up with your mentor
Mentor will pass the book over to the OAA for verification
OAA will call the Leader directly if any questions
Signed off book and certificate will be handed to Division commissioner