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Girlguiding Hampshire East County's

LEADER NEWSLETTER

September 2018



Managing Your Waiting Lists

Very important update information on GO - please read carefully

A Guide to 'New Enquiries Young Member' on GO

I have become concerned over the number of 'New Enquiries' on GO that are seemingly not being dealt with and, also, the number of girls that sit in the 'Contacted' area of GO. Region keep a record of this and we are currently very near the bottom of the heap! In the light of this, I have spent my summer doing a lot of data cleansing and have moved girls to waiting lists as appropriate.

However, I am concerned the reason for this is because Leaders are unaware of the

processes and timelines involved. Below is a guide to 'What to do with New Enquiries'.

1. Leader [main contact] receives an email on GO stating you have a new girl registered on GO. (This means you need to log onto GO regularly and at least once a week). This is also clear by a red number against 'Young Members Enquiries' on your unit's GO.

2. Within **7 days** (this changed to 7 days on 1st September 2018) you need to go onto the GO system and make contact with the girl. This means you need to click on the girl's name to obtain her details and send an email to the address given either offering a place now or placing her on your waiting list (she may be under age) and giving a possible start date, or offering to transfer to another unit as you will not have a place for her. **You must make notes on the system to explain what you have done. You also need to use the action button at the end of the girl's details to mark as contacted.** This means that the new enquiry has been moved to 'contacted' within a week.

3. Two weeks later (this is why it is important to make notes on the system as they are dated), if no response received from parents, please send another email giving them a week/2 weeks to respond if they want a place. If response already received move to 4, if no response received move to 5.

4. Response received from parent and they confirm they would like a place - click on action button and move girl across to waiting list. Please enter a possible start date. If parent wishes to transfer to another unit due to no space, use the action buttons to do this.

OR

5. If no response received after 3-4 weeks and two emails sent and/or phone calls made, then please remove the girl from GO using the action button on the right.

The above shows that girls should **not** be under 'New Enquiry' for more than a week and girls should **not** be under 'Contacted' for more than 4 weeks. This will help us to have a true record of our waiting lists as a County and gives us the opportunity to look at ways of managing those lists.

New Unit Members in September 2018

Please can you ensure that all new members in your units are on your GO unit record by **23rd September 2018**. This includes all girls moving onto the next section.

We will be running a waiting list report at the end of September so we need to ensure all girls in units are on GO by this date.

Thank you for your cooperation with this mammoth task County is undertaking.

Kathy M Davis - Assistant County Commissioner Capacity



New Programme Planning and Recording for your Unit

To help you plan and keep track of your programme and recording on GO, Girlguiding have created some useful tools. Visit this link to find out more -

<https://www.girlguiding.org.uk/making-guiding-happen/programme-and-activities/planning-your-programme/planning-and-recording-for-your-unit/>

Click on the button below to access the Programme Recording Tool Help file, which will guide you through the process of recording on GO, step-by-step.

[Programme Recording Tool Help file](#)

Programme Theme Icons & Badge Images

Following the reveal of the new programme Girlguiding have received questions and requests about using the programme theme icons and badge images to create local materials.

As detailed in the [Programme brand guidelines](#), to make sure that the official programme resources, images, badges and communications can be easily identified, these cannot be used in local materials. So, to help explain and promote the new programme, they're

creating a suite of new posters.

The posters will be available on the website and the Online Print Centre in September.



Extra Safe Space Sessions

Two extra Safe Space Level 2 sessions have been arranged for 1st October, one in Havant Scout HQ and one at Burrige Village Hall. Leaders on the waiting list for a Level 2 session will be contacted directly by the County Administrator - please reply promptly so that we can offer any spare places to other leaders. You can still send in a booking form for these sessions but places will be allocated to other leaders only after those on the waiting list.

Sweep-up Programme Renewal Session

There will be two opportunities for leaders who were unable to attend the sessions in July (and replied with apologies). The first will be at Church of the Good Shepherd, Purbrook on 1st October, 7pm to 9.30pm. Anyone unable to attend that session may attend the afternoon session of the LQ Day on 18th November at Denmead Community Centre, 1.30pm to 3.45pm. Leaders will be sent details by email - please reply by 17th September. These sessions are only for those who had the courtesy to reply to the original invitation and sent apologies.

County Training Event, 19 & 20 January 2019 - dates for your diary

This will be held at the Marriott Hotel, Cosham. On Saturday 19 January, there will be the usual LQ Day for new leaders, including the Guiding Programme session. For current leaders, we have a team of trainers coming from Dorset and IOW to lead sessions on the

New Programme three months on.

On Sunday 20 January, there will be three Safe Space sessions: one for Level 2, one for Level 3, and one for Level 4 (Level 4 for Commissioners and trainers).

Information and booking forms will be available in October.



A Night at the Library - Sleepover

Exciting event!! You may have used the Region resource 'A Night at the Museum'. Look out for their new one called 'A Night at the Library'. To go along with this, libraries in Hampshire are opening up for sleepovers. The weekend in question is 8th/9th December. Details will be sent to you via your Division Commissioner in early September and the cut off date for girls to apply is 19th October.

Divisions are expected to take the lead on the event so your help will be needed. The library service are putting a huge amount of work into the event and Divisions will have to be married up to a specific library. Some Divisions/Districts/units may have to travel further if their nearby library cannot accommodate them.

The event is open to Rainbows, Brownies and Guides and is £15 a head. Look out for the information and act fast when it comes.



Frostbite Camp



Frostbite Camp 2018

This year's frostbite camp is being held from midday on Saturday 3rd November until midday on Sunday 4th November at Sandy Acres. The theme will be 'Robin Hood'. This event is for experienced campers only - aged 11½ to 18 years and have camped for at least 2 nights previously. Girls can be unaccompanied - no-one will be left alone in a tent - but leaders are welcome too.

Click on the button below to access the flyer and booking form. You will also find this on the County website. Please can you ensure that all Guides, Rangers and Young Leaders who are eligible get this invitation (even if you do not wish to or cannot attend yourself).

[Click here to find out more](#)



GO Membership System

Historic Role Changes in GO

As of Friday 30 November 2018, historic role change requests will no longer be accepted. If a volunteer believes they are missing historic roles, then please ensure the following information is sent to membershipsystems@girlguiding.org.uk with the subject: Historic Roles and the following information before the deadline date:

Role held:

Name of unit/district/division:

Level/membership number:

Date from:

Date to:

This deadline has been set because these updates require a lot of staff resource time that then impacts on capacity to resolve other support queries. The requirement to ensure historic role information is correct on your GO record has been communicated to members

since November 2016.

As historic role updates can only be added during system maintenance downtime, there can be a two-week wait for this information to be updated. Your email will be acknowledged and you will be given an indication of when your record will be updated.



Home Contact Agreement

The home contact agreement form for International events has been updated. The form has been amended so that there is no need to hold consent forms or health information forms. Following legal advice and consultation with lead volunteers, Girlguiding are satisfied that this information is held by the insurer and should not be held by the home contact.

This change is with immediate effect and the amended form is now available on the Girlguiding [website](#)

*There is always
something fun to do!*

Activities/Events

Below is some information of activities that you may be interested in offering to the girls in your unit as part of your unit programme.

Mountbatten Centre Portsmouth

They have a new 'clip n climb' wall! It is aimed at children aged 4 and up. If you would like any more information and to book, email: Danielle Danielle.May@bhlive.org.uk

British Sign Language

Beth Nicholas is a Primary Teaching Student from the University of Winchester and will be running a British Sign Language Society commencing from September along with two other teaching students. Near to Christmas they are keen to bring some members of the society into some local Girlguiding groups, to teach some Christmas songs with British Sign Language to the girls. If you would be interested in this, please contact Beth, email b.nicholas.17@unimail.winchester.ac.uk or mobile 07580 131850.

Usborne

Laura Say is a Primary School teacher in the Portsmouth area and has recently become an Usborne Independent Organiser. She is able to offer a range of opportunities such as a sponsored event (books could be donated to charity), Christmas gifts and stalls at any event you may be taking part in. If you would like to find out more contact Laura, email: lsay993@gmail.com or mobile 07428 114844.



Vacancies for Region Coordinator and Lead Volunteers

South West Region are currently advertising the following roles:

- **Country & Region Coordinator - 18-30 offer;** the member appointed will be part of the Region team, a member of the Region's Guiding Delivery Committee and will support the national lead volunteer.
- **Country & Region Lead Volunteer for Membership Engagement on Girlguiding's 2020 strategy** - the member appointed will be part of the Region team and will support the national lead volunteer.
- **Lead Volunteer for Strategy Summit Preparation Girlguiding's 2020 strategy** - supporting the national lead volunteer.

Please click on the button below for more information on each of the roles and application forms.

Vacancies for Region Coordinator and Lead Volunteers

Strategy Project 2020+ Board Role

Girlguiding are advertising an opportunity for someone to join the Strategy Project 2020+ board to help develop the new Girlguiding strategy.



They are looking for an adult member aged 18-30 with experience of charity management, leadership or governance. They'll join the existing project board members in overseeing the delivery of the strategy development and the effective management of the project. They'll attend (usually remotely) a meeting every six to eight weeks, reading papers before and after, and support the project with limited additional actions. Applications will be open until 9am on 3 September 2018. Interviews will be held in the week of 10 September 2018.

More information and application forms can be found by clicking on the button below.

[Strategy Project 2020+ Board Role](#)

County Resource
Centre

Collecting Milk Bottle Tops

We still collect plastic milk bottle tops - it doesn't raise a huge amount, but it does keep them out of landfill. If you wish to support this in your own Divisions, you can either take them to the Resource Centre or, if you have 10 black sacks or more, you can take them direct to the recycling centre - <https://ghsrecycling.co.uk/contact/> - and ask them to add them to Hampshire East Girlguiding's account.

It is really helpful if these are sorted before you take them to the resource centre. Only milk bottle tops are accepted. If you take them direct please make sure they are checked and there

are no plastic bags in the sack. If the load is 'spoiled' we won't get anything for them.

Second-hand Camping

Equipment

Theresa Marnier has been in contact as her daughter used to be in Brownies. She has a two-person tent, a mobile cooking grill and two sleeping bags she would like to donate to Girlguiding. If you are interested in these items, please contact the County Administrator, Karen O'Connor - email hantseastadm@outlook.com for Theresa's contact details.



Dates for your Diary

2018

- 16 Sept First Response & First Response Renewal
- 1 Oct A Safe Space Level 2 training [x 2 sessions]
- 1 Oct Programme Renewal - sweep-up session
- 10 Oct First Response Renewal
- 3 Nov First Response
- 6 Nov A Safe Space Level 2 training [fully booked]
- 7 Nov Money Management and Accounts training
- 10 Nov A Safe Space Level 3 training (Region training)
- 18 Nov Leadership Day for New Leaders training
- 21 Nov First Response Renewal

2019

- 19 Jan County Training Event
- 20 Jan County Training Event