

Girlguiding Clwyd Annual Review Process Notes and Checklist

Select the date and hosting Division at the County Planning meeting and add to rising dates (usually 3rd or 4th Friday in May)

Appoint a Review Co-ordinator at the start of the Annual Review process.

- This is someone with experience of an annual review
- This person is then a point of contact for the hosting Division
- There is one person to answer all queries
- They can attend any review meetings at the request of the Division
- They go through the process and what is required with the Division
- They help the County Badge Secretary with any queries
- They remind those who need to send lists to the County Badge Secretary to send their lists in (by when, to who and what lists)
- They ensure that the details are on the County website

Need to run the numbers report on Go at Census date (number of Rainbows, Brownies, Guides, Senior Section, Adult members, Adult volunteers). Give this to the County Treasurer to agree the figures once the Census is paid and then pass to The County Commissioner for the annual report.

The Annual Review:

- Planning:
 - Divisions take it in turn to host the event. The list of Divisions is worked through alphabetically (May 2011: Berwyn).
 - Times - usually 7 for 7.30, and finish around 9
 - The County pays for the venue hire, and PA hire and decoration (flowers) - send bills to the County Treasurer.
 - The Division:
 - Holds review planning meetings as necessary
 - Chooses the venue (in their Division) - consider size of room (need seating for at least 100 and space for displays), consider car parking facilities, consider cost and consider kitchen facilities. Book venue - include time for set up and clear up.
 - Has a team for set up/clear up on the night.
 - Organises the catering - sandwiches/savouries/cakes/tea/coffee/squash - share the responsibility round the Division. The Division or Units cover the cost for this. Cater for 100 as a start point, but check numbers with the County Commissioner. Organise paper plates, cups, saucers etc
 - Considers if a PA system is needed - hire one or use the County one (kept at Ty Clwyd O need to get from Ty Clwyd)
 - Considers photographs - need projector, power, extension leads, laptop, screen and photographs - ask PR team
 - Organises any decoration/flowers
 - Organises signs for guests to find the venue

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- Organises written directions and send to County Commissioner. The County Commissioner will then cascade down the County for people to send with invitations (or include on the invitations)
- Involves local Senior Section
- Invites girls going on international - perhaps they have a raffle/quiz etc
- Organises entertainment from girls (around 15 minutes) or a speaker

- On the night:
 - Have signs so that guests can find the venue
 - Set up venue
 - Have someone at the door to welcome guests with a sign in sheet.
 - The County Commissioner will prepare a list of invited guests.
 - The County Standard is displayed at the front of the room - the County Commissioner will bring this
 - Set out table for County Commissioner to have awards on (need to get County tablecloth from Ty Clwyd)
 - Have table for copies of the annual report and accounts for guests to pick up
 - Set out catering

- The agenda:
 - Welcome and introductions (health and safety) - County President/County Commissioner
 - Entertainment/speaker
 - Annual report - County Commissioner
 - Presentations (see below) - County Commissioner
 - Close of formal part and invite people to have refreshments - County Commissioner

- The presentations:
 - The following award/qualifications are presented on the night:
 - Good Service
 - Thanks
 - County Thanks
 - County Award for Merit
 - Long Service
 - UK/Cymru Awards (if not previously presented)
 - Commissioner training completion (if not previously presented)
 - Residential and Outdoor (if not previously presented)
 - BP (County certificate only)
 - Queen's Guide (County certificate only). Brooch if not previously presented.

 - The following awards/qualifications are mentioned on the night and people invited to stand up for congratulations:

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- ALQ
 - Young Leader
 - Chief Guide's Challenge
 - Mini Bus
 - 1st Response
 - Food hygiene
- People who have already been presented with their award/qualification do not need to bring them with them on the night.

Hold an annual awards committee meeting (if needed, CC to decide):

- Invite County Awards Facilitator, County Commissioner, Assistant County Commissioner(s), Division Commissioners
- Discuss nominations
- Discuss any changes to format of awards/qualifications at forthcoming Annual Review
- Discuss any new awards

Awards/qualifications:

The awards/qualifications run from 2nd April to 1st April - no exceptions.

The awards details are sent to the County Badge Secretary by 31st March (long service) 20th April (others) to give time for lists to be checked, badges and certificates to be ordered and for inclusion in the annual report.

The County Badge Secretary orders the badges and certificates and sends the bills to the County Treasurer.

The following people send their awards details to the County Badge Secretary:

- County Awards Facilitator:
 - UK Awards - Silver Laurel, Good Service
 - Cymru Awards - Silver Dragon, Chief Commissioners Award
- Chair of Adult Support and Training:
 - 1st Response
 - Food hygiene
 - Mini bus
- Division ALQ Co-ordinators:
 - ALQ qualifications
- Commissioner Mentor Co-ordinator:
 - Commissioner training completion

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- Outdoor and Residential Advisors:
 - Residential licences
 - Residential endorsements
 - Walking qualifications
 - Boating qualifications

- BP and Queen's Guide Recorders:
 - Queen's Guide
 - Baden Powell

- Membership Support Co-ordinator:
 - Produces long service report from GO
 - Sends the report to the Badge Secretary
 - Sends the report to the County Commissioner and Division Commissioners for checking

- Division and District Commissioners:
 - Checks the long service report produced by the Membership Support Co-ordinator
 - Sends details about long service awards not in the report above to the Badge Secretary.
 - Informs the Badge Secretary and the Membership Support Co-ordinator about any errors in the report
 - Someone in the district to take responsibility if there is no District Commissioner

- County Commissioner:
 - County Thanks Badges
 - County Awards of Merit
 - UK and Cymru Awards

- Everyone:
 - Nominations for County Thanks badges and County Awards of Merit are send to the County Commissioner - CC to acknowledge receipt and confirm successful.

Invitations:

Aim is for everyone to encourage people to attend, especially those receiving awards.

Invitations can be sent by email or post. - include directions

The County Commissioner (or volunteer) prepares the invitation templates - for email and paper

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Please inform the County Commissioner about any VIPs you would like added to the County list

Invitations are sent out by the following people, by email or post:

- County secretary/volunteer (with help from the County Badge Secretary) sends to:
 - County VIP list
 - County Vice Presidents
 - Local Voluntary Organisations
 - Scouting and Guiding Counties
 - Ambassadors
 - People receiving awards/qualifications (using list from County Badge Secretary)
- District and Division Commissioners send to:
 - Cascade invitations around their District/Division
 - Leaders receiving long service awards, County Thanks, other awards/qualifications
 - District and Division VIPs, local dignitaries
 - Keep the County Commissioner informed about numbers
 - Someone in the District to take responsibility if there is no District Commissioner

Summary of who does what:

- County Commissioner:
 - Makes sure date is set at County planning evening
 - Appoints review co-ordinator and informs Division and Executive
 - Checks awards details sent from the County Badge Secretary and adds any other awards nominated via The County Commissioner
 - Organises written and e-mail invitations - and sends out (with help from County Badge Secretary/volunteer)
 - Writes the annual report -
 - Follow template from previous year
 - Needs awards/qualifications details from the County Badge Secretary
 - Needs census numbers from the County Treasurer
 - Needs residential numbers from the County Residential Advisor
 - Needs to remember the events/achievements of the last 12 months.
 - Needs details of international girls
 - Prepares/signs certificates to accompany awards
 - Orders teddies for County Award of Merit
 - Writes spoken report for the annual review
 - Prints copies of the annual report to take to the review (50 - 100 copies)
 - Makes sure there is a copy of the annual report on the website

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- Takes County Standard and table cloth to annual review (and PA system)
- Division:
 - Organises the evening - see notes above
- County Badge Secretary:
 - Collates lists of awards from information sent from Advisors/Co-ordinators (see Awards and who sends what information)
 - Sends list to County Commissioner by 5th May
 - Orders badges and certificates - sends bill to County Treasurer
- Residential Advisor:
 - Sends residential numbers to County Commissioner by 20th April.
 - This consists of - Numbers of each attending a residential event - Rainbows, Brownies, Guides, Senior Section, Leaders, Women, Men, Other children.
- County Treasurer:
 - Prepares census numbers for inclusion in the annual report - passes to County Commissioner by 20th April.
 - Prepares annual accounts for County (including the accounts from Friends of Ty Clwyd and Ty Clwyd)
 - Circulates the accounts before the April Executive for approval at the meeting - signed by the County Commissioner at the meeting
 - Has the accounts independently examined
 - Sends thank you gift to examiner
 - Prints copies of the accounts for the Annual Review (say 50 copies)
 - Completes the Charity Commission annual report
 - Brings spare copies of accounts to Executive for Divisions/Districts.
- The following people send awards/qualifications information (see awards/qualifications above) to the County Badge Secretary:
 - County Awards Facilitator
 - Chair of Adult Support and Training
 - Division ALQ Co-ordinators
 - Commissioner Mentor Co-ordinator
 - Outdoor and Residential Advisors
 - BP and Queen's Guide Recorders
 - Membership Support Co-ordinator
 - Division and District Commissioners
 - County Commissioner
 - Everyone

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Checklist:

Inform Division, offer help and send notes	
Book venue	
Ask PR to help and prepare slide show	
Locate projector and screen	
Power cables	
PA system	
Hold awards meeting (if necessary)	
Long service awards lists produced, circulated to Division Commissioners, checked and given to County Badge Secretary	
Order long service and UK awards	
1 st Response qualifications list	
Food hygiene qualifications list	
Mini bus qualifications list	
ALQ list	
Commissioner training list	
Residential licences list	
Residential endorsements list	
Walking qualifications list	
Boating qualifications list	
Queen's Guide list	
BP list (should be with County Badge Secretary)	
County Thanks Badge requests approved and County Commissioner list	
County Awards of Merit nominations approved	
UK and Cymru award requests approved and County Commissioner list	
Prepare invitations and translate into Welsh, add directions	
Print invitations	
Prepare invitation postal and email list	
Email invitations to Division Commissioners	
Collate replies and prepare list of attendees	
Census numbers to County Commissioner	
Residential numbers to County Commissioner	
Collate list of events over the last year - ask Division Commissioners	
Order teddies for County Awards of Merit	
International opportunities list of girls and where	
Prepare annual report	
Print annual report and take to review	
Print accounts and take to review	
Take standard and table cloth to review	
FFFs (see list) if needed	

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FFFs list:

Rainbows	
Brownies	
Guides	
Senior Section	
Adult Support	
D of E	
Queens Guide	
PR	
Archives	
International	
LLais\Clecs Clwyd	
ALQ Mentor	
Outdoor	
Movers and Shakers	
Ty Clwyd	
Executive	
Divisions (one general one)	
Berwyn	
Colwyn	
East Flintshire	
North Denbighshire	
South Denbighshire	
West Flintshire	
Wrexham	