



Girlguiding Forms for Events and Activities

Frequently Asked Questions

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Purpose of forms for events and activities

- To ensure a Leader has the information she needs to care appropriately for girls and young women taking part in an activity away from the meeting place or an overnight residential.
- To encourage dialogue to take place between the Commissioner, appropriate Adviser(s) and the Leader of the event or activity so the Leader feels fully supported in delivering a safe and enjoyable experience for girls and young women.
- To ensure that the Commissioner has the information she needs to be assured that a residential event is being organised in accordance with Girlguiding regulation (as set out in the Guiding Manual) so she can give her approval for it to go ahead.

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Residential Event Notification forms

Guidance for Leaders

Q. I'd like to offer a residential experience to young members - what is the first thing I should do?

A. Talk to your Commissioner. Your Commissioner can put you in touch with Advisers and other Leaders who can offer advice to ensure that the event meets the requirements of Girlguiding procedures (as set out in the Guiding Manual) and any further support you may require.

The Residential Event Notification form should be used to set out the details of what you have planned as soon as these are clear. This form is part of an ongoing conversation and should act as a tool to support email, telephone or face-to-face conversations between you, your Commissioner and any relevant Advisers.

Q. Is the Residential Event Notification form compulsory for all residential events?

A. Yes. It is important that the Commissioner (and relevant Adviser(s)) has a record of the planned event and activities within it. Using this form helps the Leader to provide the Commissioner with the correct information.

Q. What is meant by the term 'Event Coordinator'?

A. The event coordinator is the person with overall responsibility for planning and running an event. For most residential events, the Event Coordinator will be the same person as the Leader, however where more than one unit are attending a residential event, each Leader is responsible for the participants in her own group. Only one Leader will have overall responsibility for the event. This is the 'Event Coordinator'. The Event Coordinator does not necessarily have to be the licence holder.

Q. Who gives the approval for a residential event to take place?

A. The appropriate Commissioner. However, the Commissioner must forward the form to all relevant Advisers to gain specialist advice (for example: Residential Adviser, Outdoor Activities Adviser, International Adviser) in order to feel confident that the event has been planned effectively. The Commissioner will include on the form the names of the Adviser(s) she has sent it to. Approval for the event can only be given by the Commissioner.

Q. Who is the 'appropriate Commissioner'?

A. A Leader must submit the Residential Event Notification form to the appropriate Commissioner for the size of the event. Please note that a Commissioner cannot approve an event she is involved in herself.

The chain of responsibility is as follows:

Unit event > District Commissioner (if the District Commissioner is taking part in the event herself, go to the next level Commissioner)

District event > Division Commissioner (if the Division Commissioner is taking part in the event herself, go to the next level Commissioner)

County event > County Commissioner (if the County Commissioner is taking part in the event herself, go to the next level Commissioner)

Country/Region event > Country/Region Commissioner (if the Chief Commissioner is taking part in the event herself, go to the Deputy Chief Commissioner)

Q. How should large events such as jamborees be organised, where other units will be attending?

A. A Residential Event Notification form should be completed by the group planning the event and submitted at the appropriate level. Each unit attending the event will also need to complete a Residential Event Notification form and submit this to their own District Commissioner.

Q. I'm running a residential event that takes place outside my own County; do I need to inform the host Outdoor Activities Adviser?

A. Your Commissioner will forward your Residential Event Notification form to the relevant Adviser for the area you are visiting. The Adviser may then contact you if there is relevant local information to inform you of (eg specialist knowledge of local facilities that you may not be able to find from your own research of the area).

Q. How can a host Adviser's contact details be obtained?

A. If you are visiting a guiding site your booking information may well include the relevant person's contact details, and it would be helpful if you could pass these on to your Commissioner/Adviser in case she doesn't already have them. Otherwise your Commissioner/Adviser can ask a County Go! user to look up the information for them.

Q. Can I send a Residential Event Notification form to my Commissioner by email?

A. Yes. These forms are designed to be used via email, but you can print them off and post them if you wish.

Q. Can I receive confirmation of my Commissioner's approval for the event to take place by email?

A. Yes. The Commissioner should add her name to the approval box before returning the form to the Leader.

Q. Do Residential Event Notification forms have to be signed?

A. A signature is not required. There is a section for the Commissioner to confirm that she gives her approval for the event to go ahead. This can be completed electronically and emailed back to the event coordinator for her records.

Q. Why do the forms ask for the Leader's/Event Coordinator's membership number?

A. Providing a membership number allows the Commissioner (and/or relevant Advisers) to check details such as qualifications and recruitment checks and to get up-to-date contact details for the Event Coordinator.

Q. When does a Residential Event Notification form have to be submitted?

A. **As early as possible.** There are a huge variety of residential events available in guiding and they are run by members who have various levels of experience. To reflect this diversity the notification process must be flexible. A weekend camp at a County campsite may only take a few weeks to plan, whereas an international trip could take as long as 18 months.

Q. How do members working towards a Senior Section Permit notify their Commissioner of their plans.

A. They use the Residential Event Notification form. This form has been designed to be used for any type of residential event in guiding. In the section for the Commissioner's approval, The Senior Section Leader can enter their name instead to give approval.

Q. How long should the Residential Event Notification form be stored for?

A. The form should be kept for one year after the event takes place. This is in case any issues arise following the event for which the information could be useful.

Q. What happens if there are changes to the event after the Residential Event Notification has been approved?

A. The Leader should advise the Commissioner and Home Contact (by email, telephone or face-to-face conversation) of any changes to the details of the event provided on the Residential Event Notification form, for example the number of participants. If plans have changed substantially, the Commissioner may ask for the Residential Event Notification form to be updated.

Residential Event Notification forms Additional Guidance for Commissioners and Advisers

Q. What are the responsibilities of the Commissioner on receipt of a Residential Event Notification form?

A. The Commissioner is responsible for providing support to Event Coordinators and giving approval for a residential event to proceed. Much of this support may be delegated to other members of her team, such as Advisers. Among the points that need to be checked on receipt of the Residential Event Notification form (and the additional information required according to the checklist) are:

- That a Leader or the Event Coordinator holds or is working towards the appropriate modules from Girlguiding *Going Away With Scheme* required to run the event.
- If the Leader has identified that modules need to be completed or assessed, that a mentor has been appointed.
- That the ratio of adults to girls meets Girlguiding requirements.
- That the makeup of the leadership team is appropriate (eg that if other young children are attending, an extra adult will be responsible for them or that the number of adults aged over 65 is appropriate)
- That recruitment checks have been completed by all volunteers.
- That a thorough risk assessment has been, or is due to be, carried out.
- That the guidelines for residential events (and adventurous activities if applicable) in the *Guiding Manual* and *A to Z of activities* are being followed.
- That she has been provided with details of the Home Contact for the event in case of an emergency.

Q. Who else needs to see the Residential Event Notification form?

A. The Commissioner will need to seek advice and support from other members of her team (eg Advisers) in order to feel confident that the event has been planned effectively before giving her approval for it to proceed. The form should be forwarded to all relevant Advisers. The Commissioner will include on the form the names of the Adviser(s) she has sent it to. If the event is an international trip, the Commissioner should forward the Residential Event Notification form with the International Adviser. If the event is taking place outside the Leader's County, her Commissioner should forward the Residential Event Notification form to the relevant Adviser for the area due to be visited.

Q. Will Outdoor Activities/Residential Advisers receive Residential Event Notification forms?

A. Yes, but not from the Leader. As with all relevant Advisers, Commissioners must forward all forms to the local OAA or Residential Adviser.

Q. There is no longer a form for Commissioners to complete to give their permission for an event to go ahead; what do Commissioners do instead?

A. At the bottom of the Residential Event Notification form there is a space for the Commissioner to enter her name and a date to confirm her approval for the event to go ahead; this can be returned to the Leader by email or as a hard copy where email is not available.

Q. What role do Advisers play in this process?

A. Advisers continue to play a vital role in offering support and advice to Leaders organising residential events. This may include:

- Ensuring that the Leader is consulting the guidance in *Going Away with Guiding*, the online *Guiding Manual* and the *A-Z of activities in planning the overall event and any specific activities*.
- Making suggestions about the programme for the event.
- Offering advice on the venue for the event.
- Commenting on the risk assessment for the event.
- Acting as mentor or assessor for a Leader working towards the Going Away With Scheme.

International events

Q. I am organising an international trip, at what point in my planning should I complete the Residential Event Notification Form?

A. Following discussions with your Commissioner about your plans, you should submit the Residential Event Notification Form at the earliest opportunity. Once you have received approval for the event to go ahead, you should arrange travel insurance before paying for travel and accommodation.

Q. I am taking a group overseas on a day trip, do I need to complete the Residential Event Notification Form?

No, as this is not a residential event. As with all guiding activities, you should inform your Commissioner that the event is taking place.

Information and Consent for Event/Activity forms

Q. How long should consent forms be kept?

A. Until the end of the event. All Information and Consent for Event/Activity forms must then be destroyed.

Q. When should an Information and Consent for Event/Activity form be used?

A. An Information and Consent for Event/Activity form must be used whenever young members undertake an adventurous activity (as laid out in the A-Z of Activities) or if there is a change of routine for the parents, such as a change of time or location for the unit meeting.

Please remember that a non-adventurous activity, such as a walk to the park, which takes place during the normal unit meeting times and has the usual start and finish locations does not require an Information and Consent for Event/Activity form. Consent for these activities has been given on the 'Starting...' forms.

Q. Can I use an Information and Consent for Event/Activity form for more than one activity?

A. Yes! The 'Proposed Activities' box will expand as large as required. Multiple activities can be listed here. Some units use one Information and Consent for Event/Activity form for longer periods of time such as a half-term. Please remember that all the details for each activity must be included, including date, time, location and anything else the parents need to know. This can be put in the 'Additional Information' box.

Q. Why does the consent form ask for a membership number?

A. The event coordinator (the person with overall responsibility for the event) should have confirmation that a participant is a full member of Girlguiding. Providing a participant's membership number demonstrates that they are a member. When prospective members or guests (eg children of volunteers) attend an event, this should be stated on the form in place of a membership number.

Q. Who puts the membership number on the form?

A. Leaders may choose to fill this in themselves, or they may decide to provide parents with their daughters' membership numbers so that they can complete forms in full themselves. Making parents aware of their daughters' membership numbers also has benefits when young members move up to the next section or join a unit in a new area.

Q. Can Go! be used to complete the Information and Consent for Event/Activity forms?

A. Yes, a report on Go! can complete names, membership numbers, ages and photography consent (if this has been completed on the starting form).

Q. The form is not allowing me to save it or email it as it should - what can I do?

A. Girlguiding forms are designed to be used with Adobe Reader, this is the standard software for viewing PDFs and is free to download. Ensure you have an up to date version of Adobe Reader on your computer. If you are still experiencing issues please refer to the Forms page of the Girlguiding website for further help.

Q. Why are the boxes so small?

A. Some of the boxes on this form are expandable, meaning the form can be as big as it needs to be. If there are multiple 'proposed activities', a lot of 'additional information' or if the participant has additional 'health, faith, cultural or dietary needs' these boxes will expand as you type. If there is only a small amount of information, it is possible to fit two 'part 1' pages on a single sheet of A4.

Q. Why are some sections missing that were on the old G/O and G/C forms like "deposit", "payable by" etc.

A. The forms are designed to be more flexible. The "Additional information" section allows Leaders to convey all the information parents need for that specific event. This box is expandable and will get bigger as you type into it. In many cases this will mean an additional information flyer need not be created as the consent form contains all the details.

Health Information forms

Q. When should Health Information forms be completed?

A. Health Information forms must be completed for all residential events.

A Leader must have the most up-to-date information about the health of any participant on the day of the event or at the start of the residential. Therefore, the Health Information Form should ideally be completed on the day of the event. There is an option on the form for the Leader to request her preferred method of returning the form. If a form is returned by email prior to the event, the parent must update the Leader with any changes in this information.

Participants with health needs that require advance planning should be asked for full details prior to the event (eg at the parents' meeting). In this situation the Leader might ask for the Health Information Form to be submitted early and ask that the parent/member updates her if there are any changes to the health details.

At events where all participants are aged 16 or over, including adult training weekends, Health Information forms should not be completed unless an individual chooses to. Adults attending events with young people must complete a Health Information form but they may keep this in a sealed envelope.

Q. How long should health forms (or international health forms) be kept?

A. If no treatment is given they must be destroyed at the end of the event. If any treatment is given (even including treatment for minor cuts and bruises) the form should be kept for three years.

Other

Q. How do we record Chief Guide's Challenge awards now that form S/CGC has been discontinued?

A. There is no longer a need for this form. Historically it was used to record the number of members completing the award, which we can now more accurately determine from badge sales figures.