

Notes re new forms for events and activities 2014

Forms for events and activities

After a complete season of using the new Girlguiding UK forms for events and activities, a review was undertaken using feedback from Volunteers. An updated set of forms has now been produced, addressing any issues which were highlighted.

These are available to download and use.

Please note: To use these forms, you will require the latest version of Adobe Reader. This can be downloaded from: <http://get.adobe.com/uk/reader/>

If you experience any problems viewing the forms in your browser, right-click the file and choose the 'Save As' option rather than 'Open'. This will save the file to your computer for you to then open using Adobe.

Guidance on the forms

[Frequently asked questions](#)

[Flowchart of administrative processes](#)

[Description of the administrative processes](#)

Please note: Commissioners must forward the Residential Event Notification form to any relevant Advisers before approving the event. Advisers are invaluable to guiding and their expert skills and knowledge are vital in supporting the planning and running of successful events. The Adviser will include their name on the form to confirm they have seen it and will return the form to the Commissioner. Approval for the event can only be given by the Commissioner. Please see the Frequently Asked Questions for more information.

The forms

New: Residential Event Notification form: To be completed by members planning a residential event.

New: Information and Consent for Event/Activity form: To be completed by parents of members under the age of 18 attending an event or activity.



The 'Unit Information and Consent for Event/Activity Form' report in the Report Management area of Go! adds the name, age, registration number and photographic consent (if applicable) for every girl in your Unit to page 2 of the form. Simply use the link to fill in page 1 about the event/activity, and print for your whole Unit.

New: Health Information form: To be completed by participants of residential events.

Health Information for International Travel form: To be completed by participants of events involving international travel (in place of the Health Information form).