Warm Welcome session plan & notes

This plan should be used alongside the Warm Welcome session PowerPoint.

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| Slide Number + Title | Length – minutes | Notes |
| 1 – Placeholder | 1 | Welcome people into the session, ask them to introduce themselves, ask questions like how they heard about Girlguiding, have they been involved before, what they want to get out of volunteering? |
| 2 – Welcome | 2 | Introduce yourself, your role in guiding, anything else about you that might be useful. |
| 3 – Aims | 1 | Go through the aims with the participants.* You will learn more about volunteering with Girlguiding.
* Meet other volunteers at the beginning of their volunteering journey.
* Have the opportunity to ask any questions you have.
* Learn about the next steps.
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| 4 – Who are we? | 3 | We are the UK’s largest youth organisation dedicated completely to girls. We help girls know that they can do anything. **Brief history of Girlguiding Scotland.**It all started after some girls saw what fun the newly-formed Scouts were having and started to run their own meetings – ignoring the title of the handbook ‘Scouting for Boys’! Those pioneering girls included Scotland’s first ever Guide, Allison Cargill, who set up her own patrol in the loft of some stables near her Glasgow home.After some girls gate-crashed a Boy Scout rally and asked founder Robert Baden-Powell to do ‘something for girls too’, his sister Agnes set up the Girl Guides Association in 1910. The first Scottish Guides were registered that year. Over 100 years later we’re still here with 45,000 girls and 9000 volunteers across Scotland. |
| 5 – For girls and adults | 2 | Girlguiding is not only for the girls, but also great to be part of for adults too.We create an environment where everyone can:* Create a safe space to have fun and build new friendships.
* Build confidence and raise aspirations.
* Let everyone’s voice be heard and make our own decisions.
* Give everyone the chance to discover their potential.
* Encourage girls and adults to be a powerful force for good.

As a volunteer you’ll get to have adventures, make friends, and build your own confidence.  |
| 6 – Local and national | 3 | Introduce the diagram. This shows how you fit into the wider organisation, all the way from your unit up to the global movement.WAGGGS: is the World Association of Girl Guiding and Girl Scouting. They are the largest voluntary movement dedicated to girls and young women in the world. They deliver programmes across 5 regions, Africa, Arab, Asia Pacific, Europe and Western Hemisphere. They focus on empowering girls and young women to develop skills and confidence to make change through non-formal education, leadership development, advocacy and community action. Girlguiding UK is the national organisation for Girlguiding. They look after …Girlguiding Scotland is the country/region we’re in. They look after …A county is smaller again, we have 27 counties in Scotland, of varying size geographically and membership. These guiding counties don’t necessarily correspond to local government boundaries but are created to meet the needs of guiding in that area.Most counties are then divided into divisions, these represent a smaller area with volunteers in place to meet the needs of guiding there. These volunteers also provide strategic support to the county commissioner.Most divisions are then divided into districts (some counties don’t have divisions and will only have districts). Districts are made up of two or more units of different sections and led by a district team, this is your direct local area where you’ll be guiding.Finally, the unit is where you are likely to be based for your volunteering, this is where you’ll run activities with girls and meet weekly.Then talk to specifics for your area. You’ll be volunteering in X county, X division and X district. |
| 7 – Where are you? | 3 | Further detail about the local area. Introduce the county, important people in the county (county commissioner etc) and any other important info. Then move onto division/district where appropriate.  |
| 8 – Roles available | 2 | There are different roles that you could have in the unit. There are unit helpers, unit leaders, unit treasurers and unit administrators. All these roles have different responsibilities. Unit helpers and unit leaders are in unit roles including term planning, running activities with girls, organising, and attending trips. Often unit helpers will have less responsibility than unit leaders, but the biggest difference is a unit leader will have completed a qualification. This is called the Leadership Development Programme, which we will talk more about later.Unit treasurers and unit administrators can be in unit roles but are more often done outside of the unit. These tasks can look like keeping a financial record for the unit, preparing accounts, or recording the badges that girls have earned and keeping in touch with parents/carers.  |
| 9 – Volunteering skills | 2 | Through your role as a Girlguiding volunteer you’ll build new skills and gain valuable experience. These skills will make you stand out in a crowd. Some of the skills you’ll build as a volunteer are: organisation, cooperation, leadership, creativity, administration and flexibility. You’ll also develop teamwork by volunteering as part of a unit team.Giving personalised examples can be great to connect with new volunteers! |
| 10 – The sections | 2 | You may have heard of our sections, these are the different age groups of the young members. Rainbows are those aged 4-7 years old,Brownies are 7-10 years old,Guides are 10-14 years old,And Rangers are 14-18 years old. |
| 11 – Timeline | 4 | This slide shows how the girls move up through each section.Rainbows: are our youngest section, they can earn badges like animal lover, storyteller, helper, and construction. Rainbows learn through play and can also take part in sleepovers, adventure days and more!Brownies: this section is full of firsts, growing her first plant, put up and take down her first tent, have her first weekend away! Brownies have lots of fun and it’s one big adventure. They can do badges like archaeology, baking, painting, and space! Brownies are split into small groups called Sixes. Each Six will have a Brownie Sixer and Seconder who lead their group.Guides: allows our girls to explore their interests and gives them opportunities to do things they’ve never done before, like going away for a week in the UK or abroad! Guides are split into small groups called patrols and they can lead their patrol. They can also earn their Guide camp permit, become a Rainbow/Brownie helper with the younger sections and get involved with Amplify making decisions about the future of Girlguiding. They also have fun badges like confectionery, vlogging, whittling, and navigator.Rangers: are our oldest section, providing a safe space for them to have fun, learn and hang out. The programme allows Rangers to be more independent, learn new skills and build their confidence. They can do their Lead Away permit, DofE and from 16 start their Queen’s Guide award. They can also take part in Amplify and become an advocate, talking to MPs and politicians. Alongside awards and qualifications, Rangers also have fun badges to explore their interests like blogging, protesting, travel, and self-care.  |
| 12 – The learning platform | 2 | The learning platform is where you’ll go to complete your training. There’s a variety of courses and webinars for you to explore. A Safe Space is our safeguarding training, so you know how to keep both the girls and yourself safe and happy. This is one that you must complete to volunteer in a unit, it’s so important to know how to keep everyone safe! Some other helpful courses are: the programme – to learn more about our activities and badges, Celebrating Every Member, adapting the programme (beyond scavenger hunts), and the leadership development programme if you wanted to take that next step in your guiding journey. This course has lots of information to help you develop as a leader, build new skills and take on new challenges.  |
| 13 – Jargon busting | 1 | So, you might have noticed that we have some words and phrases that are specific to Girlguiding, you might have heard some of these words before, but some might be brand new. We’ll go through some jargon to see what you’ve picked up so far, and maybe take a guess at some we haven’t covered. |
| 14 - Commissioner | 2 | Commissioners are the team leaders for a local area. This could be at district, division or county level. Commissioners look after the other volunteers in their area, they are involved in event planning, finance and budgets, and managing volunteers in the district/division or county team. |
| 15 – The Programme | 2 | This is the collection of activities that make up unit meetings with our young members. The programme has 6 themes and these follow the girls through their guiding journey from Rainbow to Ranger. The programme has different types of activities. Unit Meeting Activities, these activities are part of the programme and are fun, ready-to-go unit activities of varying lengths and styles. Skills Builders, these are designed to develop skills in the young members and challenge them throughout their journey. Finally, Interest badges, which allow the young members to discover their own interests, hobbies and passions outside of the unit. You can learn more about the programme through e-learning courses. |
| 16 - GO | 2 | GO is our online membership system. This is where we keep records for members and units, district, division and county information. GO can be used to update details about the unit and members, and to download reports, emergency contact info and forms for events etc. More about using GO is on the Organising Your Unit section of the leadership development programme.  |
| 17 - Subs | 2 | Subs or subscriptions refers to the money we collect from young members to pay for unit running costs including resources, activities, events and more. Subs also refers to annual subscriptions, which is the money paid to Girlguiding every year to cover the costs of running a charity at a national level. This was historically called census as it used to be how we collected information on how many members we had before GO. Members still often refer to annual subscriptions as census, so just a note that this is what they’re referring to.  |
| 18 – The Promise | 2 | All members make a promise which links us to other Girlguiding members, and everyone involved in guiding across the world. Each member makes the commitment to do their best, be an active citizen to the community and wider world, to help others and develop spiritual beliefs. You can learn more about the promise online or on the promise webinar. |
| 19 - FOG | 2 | Friends of Girlguiding groups are made up of parents, friends, supporters and members who support the ideas and aspirations of local guiding. They’re involved in fundraising and providing other support to guiding in Westhill. |
| 20 - REN | 2 | Residential Event Notification, this is the form that members need to submit in advance of going on a residential from a sleepover to a week-long camp! If you were planning a residential as a new volunteer, you would need to complete the Going Away With licence – you can ask your commissioners for more information! |
| 21 – LQ/LDP | 2 | Leadership Qualification/Leadership Development Programme. The “leadership qualification” is the previous qualification that volunteers completed to be registered as a leader. Many volunteers will still refer to the leadership qualification when they talk about our new Leadership Development Programme. This programme will help you explore, develop and apply the skills needed to run a Girlguiding unit. Unlike the old programme, this is available to be completed online allowing for volunteers to take the lead on their learning. |
| 22 – Any Questions? | 4 | Pause for any questions, some might take the opportunity to request you to go over earlier slides again for clarification. |
| 23 – Next steps | 1 | Now we’ve completed this we have some next steps for you. You’ll go onto the learning platform and complete A Safe Space 1 and 2 to learn all about keeping yourself and the girls safe, you’ll need to go through our recruitment checks including a free PVG, ID check and references. These aren’t scary, just personal reference/character reference. |
| 24 – Quote | 1 | Read a quote – from a local leader in their area. |
| 25 – Contact us | 1 | Thank everyone for coming and give out contact details for local commissioners or volunteers responsible for welcoming new volunteers, this will help them to keep in touch and ask any further questions.  |

Timings are a rough guide. This adds up to less than 60 mins to allow for questions throughout and discussions from participants.