

WELCOME TO OUR BROWNIES

Dear [redacted]

We would like to welcome you to our unit.

You will be joining 5th Stowmarket BROWNIES
on this date 24th April

The leaders are Amy, Stacey, Deborah, Abigail

WHAT IS BROWNIES?

Brownies is for Girls aged 7 to 10. In Brownies you'll get out there and do something really different. Brownies sometimes go along to camps, holidays, day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, develop skills and have outdoor adventures.



WHAT DO WE DO IN MEETINGS?

Every week we will meet at our meeting place. Some weeks we will have outdoor meetings.

As a unit we do activities from the Guiding programme.

In the meetings we will do skills builders and unit meeting activities.

There are 6 themes.

Know Myself, Express Myself, Be Well, Have Adventures, Take Action, Skills For My Future

THIS IS HOW YOU GET AWARDS



WHAT DO I NEED?

HOODIE AND T SHIRT
LEGGINGS

GILET AND T SHIRT
SKORT AND SASH

T SHIRT
AND SHORTS

LONG SLEEVE TOP
AND TROUSERS



BROWNIES WEAR UNIFORM,
THERE ARE LOTS OF OPTIONS THAT
YOU CAN MIX AND MATCH

THERE IS ALSO A HANDBOOK
AND BADGE BOOK



YOU CAN BUY ALL THESE ITEMS AT...

- www.girlguidingshop.co.uk
- www.shop.girlguidingscotland.org.uk
- www.girlguidingcymru.org.uk/shop

And other regional shops (Ask your leader)

How the Brownie programme works

There are 6 themes that run through the programme, they are:



5th Stowmarket



Within each theme there are 3 sections, they are:

- **Unit Meeting Activities (UMA's)**

- Completed during Brownie meetings as a whole unit
- Counted in minutes

- **Skills Builders (SB)**

- Completed during Brownie meetings in small groups
- Each theme has two SB's, each with two stages (stage 2 & stage 3) with 4 activities per stage

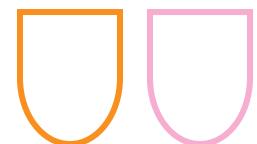
- **Interest badges (IB)**

- Completed at home
- Each theme has 3 IB's, and each badge has 3 clauses to be completed



As your daughter passes through Brownies, she can achieve 6 theme award badges. To gain a theme award, your daughter must have completed the following all from the same theme:

- 1 Skills Builder
- 180 minutes of Unit Meeting Activities
- 1 Interest Badge



Once your daughter has earned:

- 2 Theme Awards – she will receive a **Bronze Award**
- 4 Theme Awards – she will receive a **Silver Award**
- 6 Theme Awards & completed a special Gold Award Challenge, she will receive the highest Brownie badge – **Gold Award!**



PROGRAMME RESOURCES



My
Bade
Book

Badge book

The badge book contains the interest badges criteria and allows the girls to record their progress through the unit. It is not essential but is very helpful if your daughter is interested in gaining extra badges.

This will be provided by the unit during her first term once your daughter has settled in.

Bring on the Brownies book

Bring on the Brownies gives a nice overview of Brownies, with useful information about our Promise, history and programme. It may be helpful for new Brownies or make a lovely souvenir to look back on. If you would like to purchase one please let me know.

Cost: £3.50

Bring on
the
Brownies

Anniversary badges

Anniversary badges celebrate a year of membership with Girlguiding. They will be given out each year to mark your daughter's commitment and carry on through all the sections. If your daughter has been with Girlguiding for two years or more and you would like to purchase the previous years we can provide these.

Cost: £0.60 each



UNIFORM

Girls will need to wear uniform once they have settled into Brownies. We ask that they wear a t-shirt as a minimum. Uniform is a mix and max to allow for individual choice. Badges can be displayed on any item of uniform. Sashes are an option but are impractical for weekly activities. Below are a number of options for purchasing uniform, we would recommend trying before buying.

Shops

- Bury Scout & Guide Shop,
3 South Parade Shops,
Lake Avenue, IP32 6HX
 - www.buryscoutguide shop.org.uk
- Craftability, St Lawrence
Street, Ipswich
 - craftability- ipswich.co.uk
- Some school uniform
shops stock Brownie
uniform

Online depots

- www.girlguidingshop.co.u k/products/brownies/unif orm
- www.girlguiding- anglia.org.uk/shop/brown ie/brownie-uniform

Second hand

- We have a small amount of donated uniform available but this tends to be the smaller sizes
- Facebook group www.facebook.com/groups/1434263190209921 is to buy and sell second hand uniform. A leader would need to add you if you wish to join this group
- Selling sites such as Ebay and Vinted often have uniform, or local Facebook groups





Welcome to Brownies

Brownies welcomes all girls from 7 to 10 years old for nonstop fun, learning and adventure. You can find out more about Brownies [on our website](#).

What do Brownies need?

Brownies don't need anything in particular to get started – as long as they're in sensible clothes and shoes (think fun and active) then they can join straight away. Your Brownie leader will talk to you in the first few weeks to organise things like uniform, once your child has settled in.

Girlguiding produces everything you'll need – comfy Brownie uniform, a Brownie handbook (which tells your child all about being a Brownie), and a range of Brownie accessories and resources to help her feel at home in guiding. You can find out where to buy these on page 2.

What does it cost to be a Brownie?

All Girlguiding groups or 'units' charge subscriptions or 'subs' to cover unit running costs. These can be paid weekly, monthly or each term. There's also an annual subscription paid by all members that covers the day-to-day running of our charity and your local guiding area. This is sometimes included in subs.

Because all Girlguiding units are different, costs can vary. Your Brownie leader will let you know the costs for your unit and when these can be paid. There's usually an extra charge for special activities, days out, residential events and holidays. Your Brownie unit leader will share all the information you need about these in advance.

We try to make guiding affordable for all girls and there's help at hand if you can't meet the costs. If you're concerned about any of these costs, speak to your unit leader and she can tell you about ways we can help, including our grants.

Gift Aid

As Girlguiding is a charity, if you pay income tax we can use Gift Aid to claim an extra 25p for every £1 you give us, including your child's subs. So we'd really appreciate it if you could sign the Gift Aid form on p7: the extra money will go straight back to your child's unit.

What you should do to support your Brownie and the volunteers at the unit?

All of our units are run by volunteers who give their time to create an environment that empowers young members to be the best that they can be. The Girlguiding community treats everyone with respect and dignity and values the support that parents/carers can give to help to set positive examples. You can help and support your Brownie and the volunteers at your unit by:

- Encouraging your Brownie to get involved and bringing her along regularly to unit meetings.
- Letting your unit leader know in advance if the young member is unable to attend.
- Keeping your personal details up to date on the membership system (GO) and informing the unit leaders of any changes. This is to ensure your Brownie's safety.
- Looking out for information and returning paperwork (such as consent forms) promptly.
- Making payments on time.
- Encouraging your Brownie to understand and uphold the Girlguiding Promise.

Moving on from Brownies

Once your child turns 10 years old, she can continue her Girlguiding journey in Guides, for girls aged 10–14. When the time comes, your Brownie leader can tell you everything you need to know and support you and your child to make the move.

Unit details

Unit name	
Meeting place	
Meeting day/time	
Unit email (if applicable)	
Unit social media (if applicable)	

Unit subscription details

How often it is paid	How much		
Your child's subscription (please check one)	<input type="checkbox"/> includes	<input type="checkbox"/> excludes	<input type="checkbox"/> partly pays for
	the Girlguiding annual membership subscription		
You can pay it by			

Leader details

Unit main contact			
Phone number(s)			
Email			
Unit secondary contact			
Phone number(s)		Email	

Area support

Your child's unit is part of a wider Girlguiding family.

The unit is part of			District and/or Division
			County
			Country/Region

Local commissioner

Name	
Phone number(s)	
Email	

We take your concerns seriously. If you ever need to talk about an issue with someone other than your unit leader, contact the local commissioner in the first instance. Or you can contact us at www.girlguiding.org.uk/about-us/contact-us.

Buying Girlguiding uniform, gifts and resources

To find your nearest Girlguiding or volunteer shop ask your leader, call 0161 941 2237 or visit girlguidingshop.co.uk > [Find a Volunteer Shop](#). You can buy your guiding essentials online at girlguidingshop.co.uk. To order by phone from your latest Guiding Essentials catalogue call 0161 941 2237. For any buying queries please email us at tradingshop@girlguiding.org.uk

Your local shop

Parents and carers: please keep pages 1 and 2 for your information.

Essential information

It's essential the information we collect, store and use for your child's membership is accurate. Please tell the unit leaders about any changes and keep your personal details up to date on our membership system GO. You can find our parent and carers' guide to GO [on our website](#).

Young person's name	
Young person's preferred name	
Young person's date of birth	

Parent/carer details – required

This must be the person who has legal responsibility for this member. This person must sign this form.

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

Health information

To make sure your child is able to participate and enjoy a range of guiding opportunities during her membership, we ask that you complete the following health information. Any information that you give about a child's disabilities or health condition will be used to help volunteers make guiding more accessible for your child. We recommend that you speak to your unit leader about support and adjustments the unit can provide.

Please tell your leader if there is anything else happening in your Brownie's life which will help our volunteers to support her and look after her safety.

Required information

Do you consider your child to be disabled or to have a health condition? This could include physical impairments, learning difficulties or disabilities, mental health difficulties, sensory impairments, or any other medical conditions including epilepsy, asthma and diabetes. If your child would benefit from adjustments in order to help her participate fully please also see our adjustment plans on our website .		<input type="checkbox"/> Yes <input type="checkbox"/> No
Disabilities, health conditions or medication		

Note: There will always be at least one person at every unit meeting, activity or event with a valid first aid qualification. If you have any questions or concerns about this, please speak to the unit leader. Please label any medication with your child's name and provide clear instructions for its use. If applicable, ensure that a spare, clearly labelled inhaler or adrenaline auto-injector is brought to the event to be held by the first aider.

**Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO.
Paper copies should be securely destroyed.**

Health information – continued

Unit meeting activities can often involve equipment, materials and food. So please add any allergies or dietary requirements here.

Allergies	Dietary requirements

Photo preferences – required

We sometimes take photos and/or videos during our activities. Please let us know your preference for the way in which we can use photos of your child. **Choose one option only.**

- [a]** 'Photos/videos can be shared and published and used for marketing – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used for promotional and marketing purposes, published in public-facing media and shared within Girlguiding and with partners and local newspapers'.
- [b]** 'Photo/videos can be used for unit use only – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used as a record of unit activities, not published in any public-facing media and not shared outside the unit'. This may include unit specific social media channels (that are closed to the public).
- [c]** 'Do not take photo/videos – this means I do not want photos, videos, storytelling and other visual and audio content featuring my child to be taken'.

Photo/video permissions differ for large scale events (where over 100 participants are present). Consent forms will state clearly if an event is large scale, and will request parents/carers to tell leaders if they don't wish photos/videos of their child to be taken at the event.

Communications

To deliver good quality guiding, local leaders will need to communicate with members or young member's parents/carers. We need to be able to tell you information about planned activities so that together we can participate in great local guiding. The unit leader may also need to contact you about any last minute changes to our plans. Please speak to your unit leader to find out more.

Phone number

- I'm happy for my child's leader to save my telephone number on her personal mobile phone.

Transport arrangements – required

Nothing is more important than your child's safety, so we need to know who'll be accompanying her to and from meetings. If this information changes, or if there's someone who shouldn't be accompanying your child, please tell your leader immediately. When dropping off, please make sure that there's a responsible adult present before you leave.

Dropping off	
Picking up	

Please tell us which school your Brownie attends

School:

**Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO.
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Additional parent/carer details

Please give details of your child's 2nd and 3rd parents or carers if applicable

2nd parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

3rd parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

Emergency contact details

Emergency contact(s) should be available during unit meeting times, but we'll always try to contact a parent/carer first in an emergency. It's best to choose two people who don't live together to maximise the chance of getting hold of someone immediately.

1st emergency contact details – required

Name	
Relationship to young person	
Address	
Phone number(s)	

2nd emergency contact details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	

**Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO.
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Volunteering

Girlguiding wouldn't exist without our volunteers. Every extra adult helping out makes a massive difference – is this something you'd consider?

Could you help at meetings?	<input type="checkbox"/> Regularly	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Can you help occasionally with any of the following?	<input type="checkbox"/> Transport	<input type="checkbox"/> Activities	<input type="checkbox"/> Camps or holidays
Other – if you have interests, skills, equipment or anything else that you'd be prepared to share with your Brownie unit at some point, we'd love to hear from you. Let us know here.			
You can also register your interest to volunteer on our website at Girlguiding.org.uk/interested			

Confirmation

As part of the Girlguiding programme, your child will take part in varied activities. The unit may visit indoor and outdoor spaces local to the unit meeting place during unit meetings. The unit leadership team will let you know about these activities ahead of time and risk assess them. By allowing your child to attend a unit meeting, you consent to their participation in any planned activities. If you have any questions or concerns about any planned activities, please speak to the unit leadership team. You'll be asked to give additional parent or carer consent for adventurous activities, activities outside unit meeting times, day trips and residential stays.

I confirm that the information that I've provided for this form is correct at the time provided and that I've read the information about supporting my child and the unit volunteers. I'm happy for Girlguiding to contact me in the ways I've indicated above. I understand that the Girlguiding community treats everyone with respect and dignity and I understand my role in helping to uphold the values of Girlguiding.

Name of child	
Signature of parent/carer*	
Date	

*Both electronic and wet ink signatures are acceptable

What will you do with my data?

It's simple. We need the information that you share with us to run our exciting activities and to satisfy our legal responsibilities. We'll keep it safe for as long as your child is an active member.

We promise we'll only share your information if:

- you ask us to
- the law requires us
- in order to comply with our policies so your child can enjoy an activity safely
- it's in the public interest

Don't worry – we'll never sell your data or share it for any other reason.

Girlguiding is the registered data controller* for all our members' personal information, both in the UK and around the world.

Want to find out more about how we use your information – and your rights?

Visit www.girlguiding.org.uk/privacy-notice/

*The organisation that manages and looks after your data

Leaders: once completed, this page should be kept in a secure location for the duration of membership +1 year.

Gift Aid declaration

We have the opportunity to boost the money going into our unit by as much as 25%.

Due to government legislation on Gift Aid, we can claim back 25p for every £1 of the money you donate - including your child's subscription. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Young member's name:

In order to Gift Aid your donation you must complete the following:

I want to Gift Aid donations made	Please tick all that apply		
	<input type="checkbox"/> In the past 4 years	<input type="checkbox"/> Today	<input type="checkbox"/> In the future

Leaders: please fill in your unit name and unit charity number (if applicable)

For England and Wales, this is only applicable if your unit is registered as an individual charity with the Charity Commission. For Scotland and Northern Ireland, you must include your charity number.

Unit name (required)	
Unit charity number (if applicable)	

Donor's details

Title			
First name			
Surname			
Address			
Post code		Date	
Signature*			

I am a UK taxpayer and understand that if I pay less income tax and/or capital gains tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

*Both electronic and wet ink signatures are acceptable

Please notify your Girlguiding leader if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay income tax at the higher rate or additional rate and want to receive additional tax relief, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.

**Leaders: once completed this page should be kept in a secure location
for 7 years after the last claim made.**