

SELF LEARNING MODULES

FOR

ADVANCED COURSE FOR

GUIDE CAPTAINS

MODULES :-

- 1. KNOWLEDGE OF OUR HERITAGE AND CULTURE**
- 2. ORGANISATION – STATE AND NATIONAL LEVEL**
- 3. THE BADGE SYSTEM - GENERAL AND PROFICIENCY
BADGES , TRAINING AND TESTING UPTO RAJYA
PURASKAR LEVEL**
- 4. KNOWLEDGE OF RULES, APRO & OTHER USEFUL BOOKS
ON GUIDING**
- 5. CD PROJECT (PM SHIELD COMPETITION)**
- 6. SPECIFIC PLAN- QUARTERLY – HALF YEARLY AND
YEARLY**
- 7. FIRST AID UPTO TRITIYA SOPAN**
- 8. INTRODUCTION OF WAGGGS AND WORLD CENTRES**

Knowledge of our Heritage and Culture

Introduction :

One of the 14 Programme Ideals of the Bharat Scouts & Guides envisions that every Guide will be able to understand our National Heritage and Culture and determine to keep them up. This is with a view to inculcate in the Guide a sense of patriotism and love for her Country. Accordingly, tests and Badges have been included in the Guide programme.

Objectives :

At the end of this Module, you should be able to :

Explain the need to inculcate a sense of patriotism in our youth.

Express the main features of our Country's Culture and Heritage

State ways by which you can encourage the Guides to learn about the Culture and Heritage of the Country

At the time of her Investiture, A guide promises to do her duty to her Country. At her age, her duty to her country is to obey the law of the country, to get more and more knowledge in all respects about her country, love her country and be proud of its history, traditions, heritage and culture.

As a Guider you will play an important role in nurturing in your Guides this pride so that they can be prepared in their later life to physically and mentally serve the country. As they become adult citizens, they will then willingly and happily offer their services to the country they love and live in friendship and cooperation with one another.

India is a country rich in its heritage and culture. The Culture and Heritage of India refers collectively to the thousands of distinct and unique cultures of all religions and communities present in India.

India's languages, religions, dance, music, architecture, food and customs differ from place to place within the country. Indian culture, often labeled as an amalgamation of several cultures, spans across the Indian subcontinent and has been influenced by a history that is several millennia old.

Many elements of India's diverse cultures, such as Indian religions, philosophy, cuisine, languages, dance, music, monuments, festivals, wild life, flora and fauna, clothing, languages, literature, performing arts, visual arts, sports, martial arts, personalities, movies and theatre have a profound impact across India and the World.

It also includes :

Tangible culture such as buildings, monuments, landscapes, books, works of art, and artifacts.

Intangible culture such as folklore, traditions, language, and knowledge.

Natural heritage including culturally significant landscapes, and biodiversity

India is the cradle of the human race, the birthplace of human speech, the mother of history, the grandmother of legend, and the great grand mother of tradition. Our most valuable and most instructive materials in the history of man are treasured up in India only.

Mark Twain

India's rich heritage and culture remains unparalleled, and the country's unity in diversity is still being looked at with awe by the entire world.

Despite being a plural society with diverse communities, ethnic races and people speaking different languages, democracy remains firm in India. India is one of the oldest civilizations in the world with a kaleidoscopic variety and rich cultural heritage. It has achieved an all - round socio - economic progress since Independence.

As the 7th largest country in the world, India stands apart from the rest of Asia, marked off as it is by mountains and the sea, which give the country a distinct geographical entity. Bounded by the Great Himalayas in the north, it stretches southwards and at the Tropic of Cancer, tapers off into the Indian Ocean between the Bay of Bengal on the east and the Arabian Sea on the west.

The Ministry of Culture plays a vital role in the preservation and promotion of art and culture. Its aim is to develop ways and means by which basic cultural and aesthetic values and perceptions remain active and dynamic among the people. It also undertakes programmes for the promotion of various contemporary art and arranges significant events and celebrations.



How can you as a Guider encourage a love of culture and Heritage in the Guides?

- ❖ You must be aware of cultural events and encourage the Guides to participate in them.
- ❖ You can arrange to take them for cultural programmes.
- ❖ Visit nearby places of historical interest.
- ❖ Arrange picnics and hikes to places of natural beauty.
- ❖ Discuss about the various places of interest and tourism.
- ❖ Arrange competitions in folk costumes, dance and songs.
- ❖ Get together to prepare dishes of different cuisines.
- ❖ Visit museums and art galleries.
- ❖ Ask them to bring information and pictures of various heritage sites, cultural events, tourist attractions, costumes, festivals, food, marriages, dances, music, monuments, etc.
- ❖ Give them different topics of the heritage and culture of India and ask them to prepare a Log book.
- ❖ Prepare charts and audio - visuals.
- ❖ Play games and make quizzes on the subject.

Song : <https://youtu.be/yy9l9acFY0A>

Lyrics :

India the Beautiful, India the beautiful; beautiful, beautiful, India. (2)

Lofty so Himalaya, oceans so deep, (2)

Ganga to Kaveri, pure, pure it is; (2)

India the Beautiful, India the beautiful; beautiful, beautiful, India. (2)

Hindu, Muslim, Sikh, Isai, Bodh, Jain, Parsi (2)

We are one, we are one, one are we. (2)

India the Beautiful, India the beautiful; beautiful, beautiful, India. (2)

Reflection : How much do you know ?

1. Do know the National emblem, song, animal, bird, flower, food, fruit,
2. Can you explain the meaning of the National Anthem

Sources and further reading :

Wikipedia

Dwitya Sopan –Scout & Guide Handbook Series : 03



Organisation – State and National Level

An **organization** is a group of people who work together to achieve a common goal efficiently and systematically. Thus, Organisation is a process, of integrating and coordinating the efforts of men and material for the accomplishment of set objectives. The Bharat Scouts & Guides is one such organisation which oversees, coordinates, regulates and plans the activities of its members at National, State, District and Unit levels according to the aim, principles and methods given by its Founder, Lord Robert Baden Powell. Today, we shall learn about the National and State Organisation.

Objectives

At the end of this Module, you should be able to:

- Explain the composition and the functions of the National Association.
- Explain the composition and the functions of the State Association.

The Bharat Scouts & Guides is a voluntary, non-political, educational Movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.

NATIONAL ASSOCIATION : “THE BHARAT SCOUTS & GUIDES”

The Registered Office of the Association is situated at The Bharat Scouts and Guides, Lakshmi Mazumdar Bhavan, 16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi - 110002,

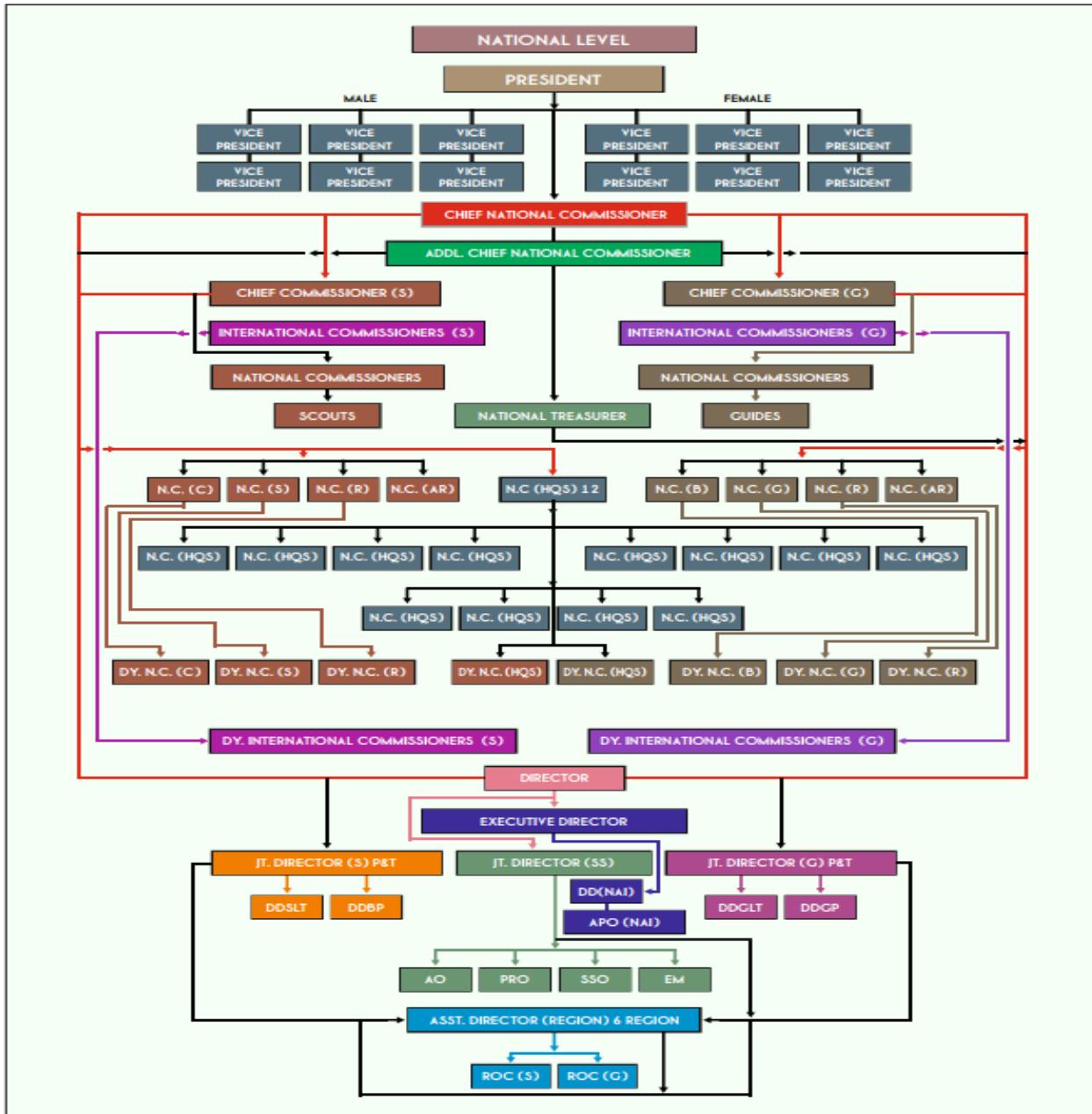
Membership: The Membership of the Association is open to citizens of India; who subscribe to the Fundamentals, which includes Purpose, Principles, the Methods, the Promise and the Law.

Provided, a citizen of any other nationality residing for the time being in India may be admitted as a member on the recommendation of the State Chief Commissioner and with the approval of the Chief National Commissioner.

Provided, further, that such person subscribes to the Scout or Guide Promise.

The Organisational set up of the Bharat Scouts and Guides from Unit / Group to the National level is given below :

Organisation – State and National Level



The President of India shall be invited to be Patron in Chief of the National Association and the Vice President of India shall be invited to be the Chief Patron of the National Association.

The National Council is the supreme body of the Bharat Scouts & Guides.

The Duration of the National Council is for Five years from the date of its first meeting.

The National Council ordinarily meets once every year. The President of the BSG presides over the National Council Meetings.

The President is elected by the National Council and holds office for 5 years. He presides over the meeting of the National Council.

The Chief National Commissioner shall be elected by the Electoral College.

The Chief National Commissioner shall hold office for a period of five years or for the duration of the National Council. The Chief National Commissioner is the Chairman of the National Executive Committee and the Chief Executive Head of the National Association.

The Director and the Joint Director (Support Services) shall be appointed by the Chief National Commissioner in accordance with the Service Conduct Rules.

The Director and the Joint Director (Support Services), are the Secretary and the Joint Secretary of the National Council and the National Executive Committee.

Some of the responsibilities of the Director :

The Director is responsible for the due and effective administration of the National Association on a day to day basis and is responsible for secretarial work of the National Association.

The Director appoints the salaried members of the staff in accordance with the Recruitment and Condition of Service Conduct Rules.

The director shall be in charge of the day to day administration and shall be responsible for secretarial work of the National Association.

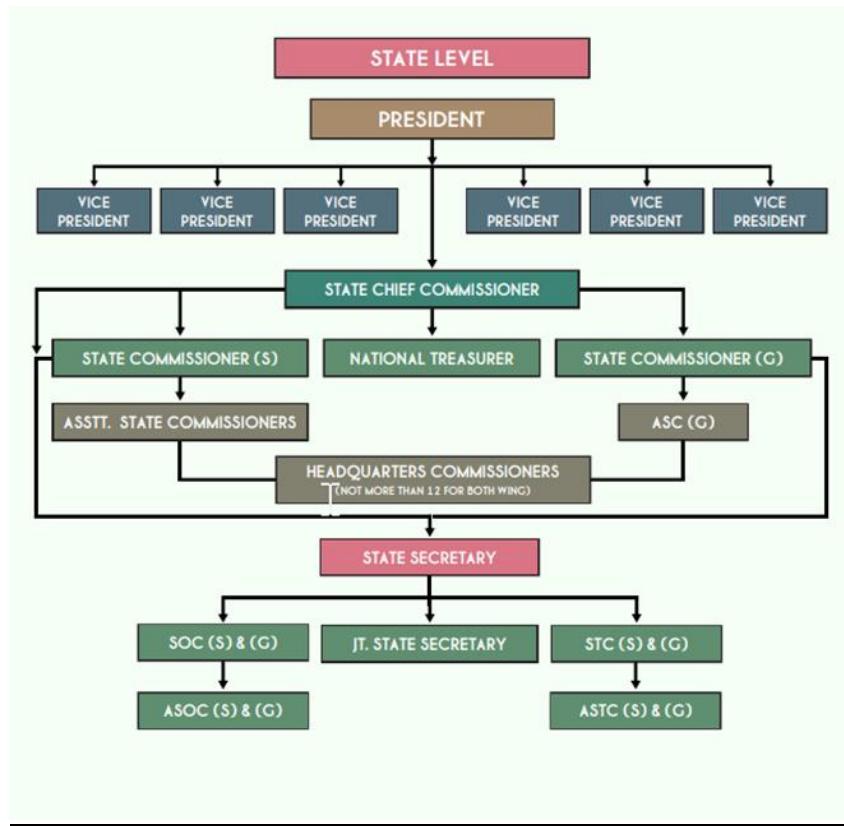
The National Training Team headed by the Dy. Director (S) and Dy. Director (G) and comprising of Leader Trainers and Assistant Leader Trainers are responsible for the training of all Adults in Scouting & Guiding.

The National Executive Committee shall meet at least once in every year and so often as may be decided by the Chief National Commissioner for transaction of business.

Various Committees such as the National Planning Committee, the Finance Committee, the Rules Committee, and the National Executive Committee are also convened to transact the business of the Association.

Other committees are the National Adult Resources Management Committee, the National Guide and Scout Committees, National Youth Committee.

THE STATE ASSOCIATION



There shall be a State Association for each State and Union Territory in the Indian Union.

The State Association is affiliated to the National Association and on such affiliation, the National Association shall issue a **Charter** signed by the Chief National Commissioner and the Director and by virtue of such Charter only the State Association shall function as such. The State Association shall confirm and adhere to the Aims, Policies, and Organisation and try to achieve the Targets of the National Association.

The State Association shall pay to the National Association annually such Affiliation fee and such annual Individual Registration Fee (IRF) as may be fixed by the National Executive Committee and approved by the National Council from time to time.

Membership :

The Membership of the State Association is open to citizens of India, who subscribe to the Fundamentals which includes Purpose, Principles and Methods and Promise and Law and are residing within the territorial jurisdiction of the State Association and who subscribe to the Scout / Guide Promise.

Patron : There may be a Board of Patrons and the Head of the State may be invited to be the Chief Patron of the State Association.

Vice – Patron : There may be one or more Vice Patrons who pay such contribution or donation as may be determined by the State Executive Committee, and are admitted as such by the State Executive Committee.

The State Council :

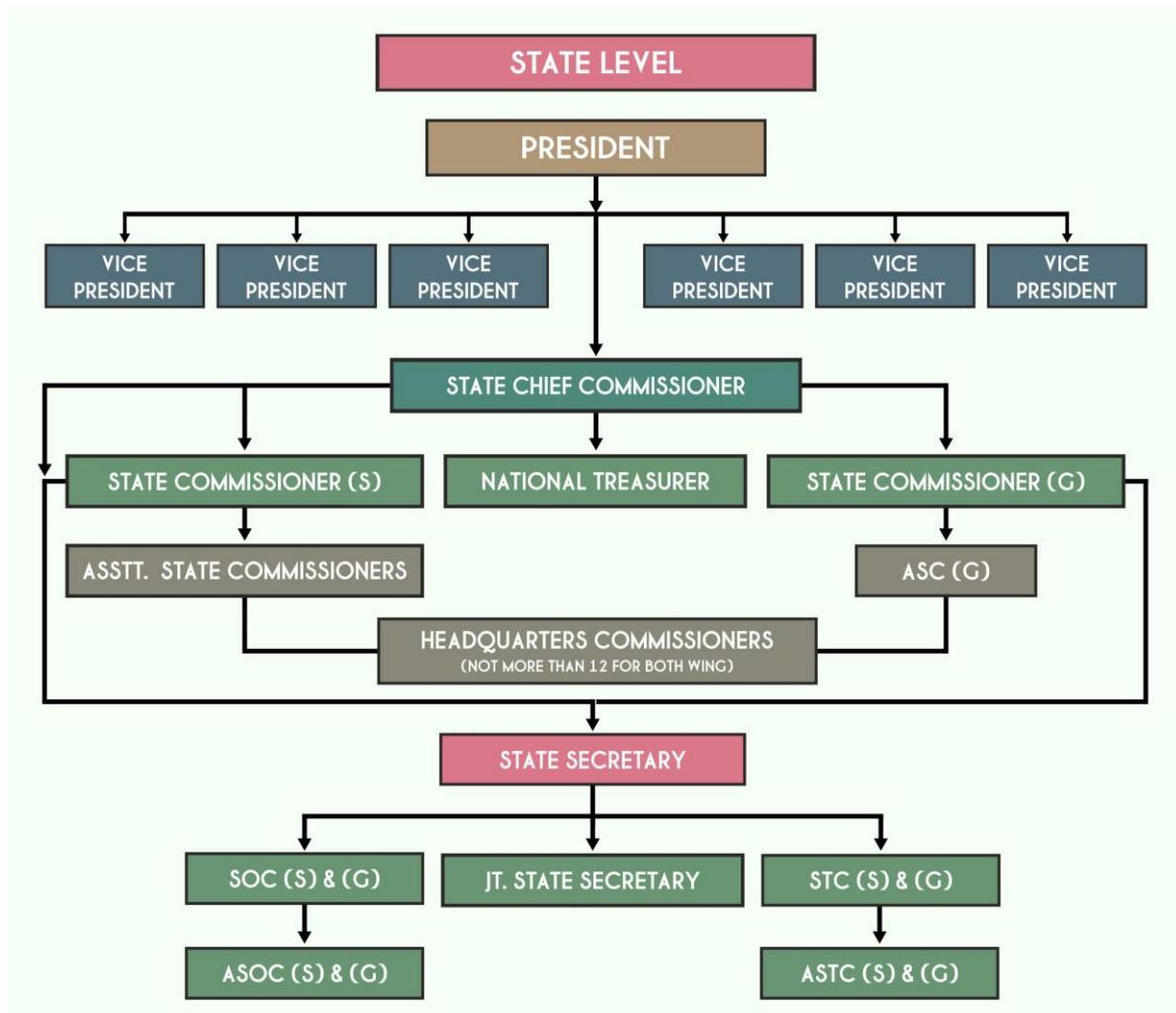
The State Council shall be the supreme body of the State Association. Its decisions in all matters not expressly provided, for in the Rules, the A.P.R.O and the Bye - Laws shall be final.

The President shall be elected by the State Council.

The President shall hold office for five years or the duration of the State Council, as the case may be and shall preside over the meetings of the State Council.

The State Council shall continue for five years from the date of Meeting in which the New Council is constituted.

The State Council shall ordinarily meet once in every year not later than 30th September.



The State Chief Commissioner is the Chief Executive of the State association and is elected by the Electoral College from among the members of the State Association.

He is responsible

- ❖ For appointing all Commissioners at State and District levels.
- ❖ Organizing and implementing all the work of the State Organisation.

The State Commissioners of Scouts and the State Commissioners of Guides shall be appointed for not more than five years and shall hold office for such a period as may be specified in the warrant issued by the Chief National Commissioner in accordance with the Rules.

The function of the State Commissioners of Cub/Scout/Rover/AR and the State Commissioner of Bulbul/Guide/Ranger/AR as the heads of their respective Wings shall be :

Generally to aid and assist the State Chief Commissioner in the performance of his / her duties in the respective Wings.

To make recommendations for the appointment of Assistant State Commissioners, State Training Commissioners, Leader Trainers and Assistant Leader Trainers for their respective Wings.

All matters pertaining to a particular section shall be routed to the State Chief Commissioner through the concerned State Commissioner. One of the Senior State Commissioners of any section by experience shall be the Chairman of the Programme Committee.

The State Secretary and the Joint State Secretary, Honorary or Stipendiary, as the case may be, one of whom shall be a woman, is appointed by the State Chief Commissioner in consultation with the concerned State Commissioners and the State Executive Committee. The State Secretary is responsible for all the administrative and secretarial work of the State Association.

Various Committees are formed for various purposes and activities viz :

- ❖ The State Executive Committee
- ❖ The State Planning Committee
- ❖ The Finance Committee
- ❖ The State Scout Committee
- ❖ The State Guide Committee
- ❖ The State Youth Committee
- ❖ The State Badge Committee

What can you recollect?

1. Where are the National Headquarters of the Bharat Scouts & Guides?
2. Who are the Chief Patron and the Patron of the National Association?
3. Who are the General Members of the National Association?
4. What is the term of the National Council?
5. Who is the administrative head of the National Association?
6. Who issues Charter to the State Association?
7. Who are the members of the State Association?
8. What is the organisational set-up of the Bharat Scouts and Guides?

Reference Books and further detailed reading :

1. Rules Book
2. Job Profile
3. A.P.R.O. Part 1

The Badge System
General and Proficiency Badges
Training and Testing upto Rajya Puraskar Level

Introduction

The Guide Method is a system of progressive self-education through the Promise and Law, Learning by doing, Patrol System and progressive and stimulating programmes of activities based on the interests of the girls. As a Guide Captain one of your major responsibilities will be to encourage your guides by planning suitable activities based on the fundamental principles of the Guide Movement and as laid down in the Aims, Policy, Rules and Regulations (A.P.R.O. part III)

Objectives

At the end of this Module, you should be able to:

1. Explain the Principles of Badge System
2. Differentiate between General Badges and Proficiency Badges
3. Explain the Training and Testing method.
4. Tell the advantages and disadvantages of the Badge system.

The Purpose of the Badge System:

1. To achieve the aims of Guiding as given by Lord Baden Powell, through the 5 signposts :
 - ❖ character and intelligence,
 - ❖ health and exercise,
 - ❖ handicraft and skills,
 - ❖ service and
 - ❖ duty to God.
2. To provide opportunities for self development and hobbies, leading to career through handicraft and skills
3. To improve the standard of future citizens.

Thought for Reflection

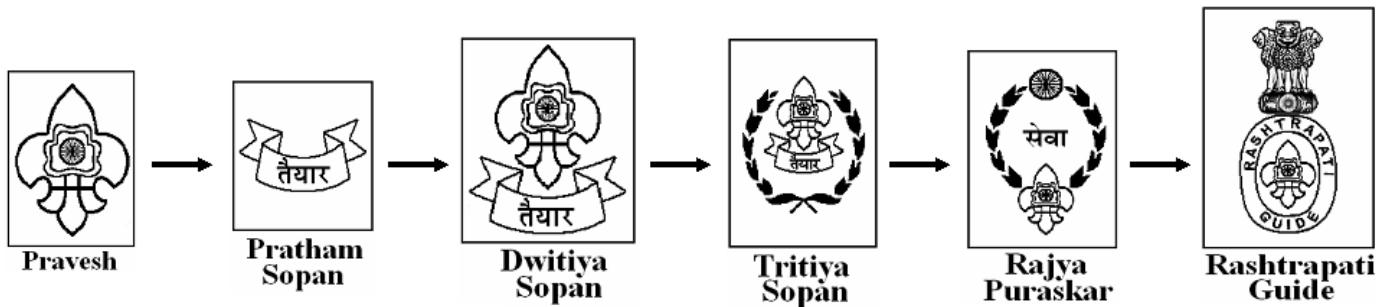
The principle on which Scouting/Guiding works is that the boy/girl's ideas are studied and they are encouraged to educate themselves instead of being instructed.

Lord Baden-Powell

The progressive programme for the Guides is designed on a Badge system. There are two types of badges - **General and Proficiency badges**. At each stage of the Guide training, some general efficiency tests have to be passed. These tests are in stages or steps/Sopans and are a part of the **general badge system**. Each step has tests which are progressive in nature and impart skills in guide craft, encourage habits of observation, and provide opportunities for service. On completion of each test the guide's Test Card is signed and on completion of each step/Sopan a badge is awarded. After completion of the Pravesh Tests a girl is entitled to be enrolled as a Guide with due ceremony (Investiture Ceremony)

Thus the Guide progresses from Pravesh to Pratham Sopan, Dwitiya Sopan and Tritiya Sopan. Then she can work for the higher awards - the Rajya Puraskar Award and the Rashtrapati Guide Award. The General Badges are green in colour with embroidery in yellow. They are worn on the left sleeve of the uniform.

Stages of a Guide's Advancement:



The details of these tests are given in the A.P.R.O. part III. The Guide Captain is responsible to see that all the Guides progress along the stages and achieve at least Tritiya Sopan as the full benefit of Guiding will not be felt otherwise by the girls.

Let us recollect

1. What is the purpose of the Badge System?
2. What are the stages of advancement of a Guide?
3. Which book will give you details of the Guide tests?
4. Can you recall the 5 signposts of Guiding?
5. What are the two types of Badges?

PROFICIENCY BADGES

Apart from these general badges there is also a set of other badges called **Proficiency Badges**. These are designed to offer the girl opportunities to choose activities according to her likes and aptitudes. This is a very distinctive feature of Guiding. More than a hundred Proficiency Badges have been provided in the programme.

These badges are again based on the 5 signposts and fall roughly into 3 classes:

- i. Hobbies and interests: e.g., Dancer, Photographer, Artist
- ii. Guide craft: e.g., Cook, Pioneer, Camper, Stargazer
- iii. Service: e.g., First Aid, Community Worker, Leprosy Control

The Proficiency Badge System fulfils 3 functions:

- i. It encourages the individual girl to develop her interests outside the compulsory Guide tests and this may help her to make a career in them.
- ii. It gives ample choice to even the dullest girl and encourages her to find some badges which she can pass and so gain confidence and a sense of achievement.
- iii. By being made the subjects for the highest awards such as Rajya and Rashtrapati awards they also become part of the general training programme.

Care should be taken by the Guide Captain that the general badge work is not neglected and to ensure this, **no Proficiency badge** may be worn before the Pratham Sopan has been passed.

Efficiency Cords:

Guide Efficiency Cords are made of chiffon and worn under the right shoulder strap extending the cord to the right pocket.

- ❖ After Dwitiya Sopan a Guide may earn more proficiency badges. If she earns 6 such badges she is eligible for the Blue Cord.
- ❖ If a Tritiya Sopan Guide earns 12 proficiency badges, she is eligible for the Green Cord.
- ❖ If a Rajya Puraskar Guide earns eighteen 18 badges she is eligible for the Golden Cord. Thereafter, she can continue earning more proficiency badges till she completes guide age.
- ❖ The details of these tests are given in the A.P.R.O. part III

The Guide Proficiency Badges are green with a white background. The Proficiency badges are stitched in ascending order on a sash which is worn on the right shoulder.

Training and testing : The training of the recruits is usually done in the patrol by the P.L. and her assistant. However, training for Dwitiya and higher badges as also for Proficiency Badges is the job of the Guide Captain who can also take the help of outsiders to impart the more difficult technical skills and knowledge. There is a syllabus for each Proficiency badge in the A.P.R.O. Part –III which can help the guide to select the badge of her choice. The training should be through the method of '**Learning by Doing**' and should have practical value in daily life. Games, projects, demonstrations, competitions discussions are some of the ways in which the training can be given.

The Guide testing method is unique as it again uses the same methods as those used in the training, namely- Games, projects, demonstrations, competitions. There is no fixed time to finish the tests nor are there any fixed dates for giving the tests. Each guide can pass the tests as and when she is ready. Testing is done by the Guide Captain up to Pratham Sopan and theoretical topics are tested not by written exams but in the form of friendly chats between the Captain and the Guide and through small quizzes. Often by mere observation of the girl during the games, projects etc, she can be passed in a test.

The Guide Captain should take the test as soon as the Guide is ready to keep up the enthusiasm and the test card should be signed immediately. The Badges should also be awarded without much delay with a small ceremony.

TESTING OF DWITIYA / TRITIYA SOPAN AND PROFICIENCY BADGES

Appointment of Examiners : The testing for the above is done by independent outside examiners appointed by the District Associations (D.A.). Every D.A will appoint a **Badge sub-Committee**, comprising a **Badge Secretary, Dist. Commissioner, Leader Trainers, etc.**, which will in turn appoint suitable **panels of examiners** for the various badges.

Procedure for Testing : The names and telephone numbers of the examiners are made available to the Guide Captains whenever their Guides want to pass a test and a time and date is fixed with the examiner for the test. On passing the test, the examiner issues a certificate and this is submitted to the District Badge Secretary who then issues the badge. A record is maintained by the District Badge Secretary of all the badges issued. All the badges have to be indented from the National Headquarters through the State Headquarters.

The Rajya Puraskar and Rashtrapati Badges and certificates are issued directly by the State and National Headquarters respectively. A Tritiya Sopan Guide who has completed the respective tests for the Rajya Puraskar badge will have to attend a Testing Camp organised by the State Organising Commissioner (Guides) where the knowledge and skills of the Guide will be retested. This award is presented to the qualified Guide by the Governor or Patron/President of the State Association.

Similarly, a Rajya Puraskar Guide who has completed the requirements of the Rashtrapati Guide Award will have to be tested and certified by S.O.C.(G) and will have to attend a Testing Camp organised by the National Association. Rashtrapati Guide Award certificates are presented at a formal ceremony by the President of India on the request of the Chief National Commissioner.

The Examiner and the Standards to be achieved : The Examiner should know the requirements of the particular badge for which he / she is responsible and the D.A. should provide a copy of the necessary syllabus. Where necessary, especially in case of Public Service badges such as Ambulance Badge, the standard should be high and all the badge conditions should be kept strictly. In case of hobby badges such as Singer, Gardener etc., the Examiner can assess the amount of work and effort the girl has put in according to her age, talent, physical capacity and nature and then determine whether the test requirements have been met by the Girl.

The Examiner should have a friendly approach and put the often nervous girls at ease. Practical work should be given and theory may be tested with a chat and oral quiz. The Guide should feel that she has had a real test as she will not appreciate an easy pass. Mass testing should be avoided. In case of unsatisfactory results the Examiner can advice further practice and call the guide again for a re-test. The reason for failure should always be discussed with the guide to enable her to do better.

Thought for Reflection

Our standard for Badge earning is not the attainment of a certain level of quality of knowledge or skill, but the **amount of effort the boy / girl has put into acquiring such knowledge or skill .**

The examination for Badges is not competitive, but just a test.

Aids to Scoutmastership - B. P.

Advantages of the Badge System :

1. It provides a sense of challenge / goal for the developing youth.
2. It provides recognition for the talents of a youth.
3. It encourages even the dullest youth to find some activity of interest and thus gain self confidence.
4. The skills learnt by the girl can become a career for her in her later life.

Disadvantages of the Badge System :

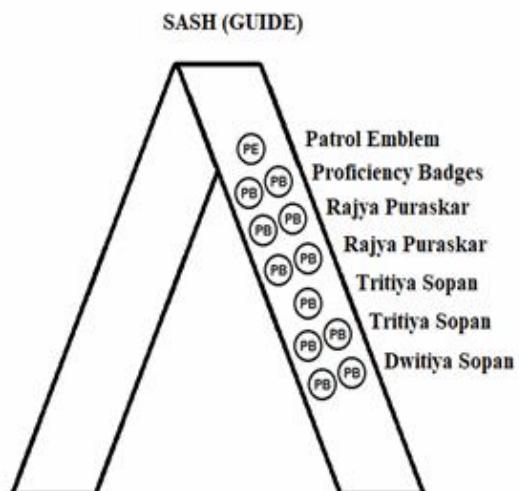
1. There is a danger of it becoming an obsession - badge hunting instead of a badge earning.
2. Failure to earn a badge can sometimes discourage the Guide.
3. The Guide may become too involved only in her own achievements and not care about her Patrol or her Guide Company's progress. Thus the Patrol Method suffers.
5. Competitive spirit may result in Badges being given away without maintaining certain standard of efficiency.

What can you recollect?

1. What methods should a Guide Captain use to train and test her Guides?
2. Can the Guide Captain invite experts from outside to train her girls?
3. Who does the testing of the Guide for Dwitiya and Tritiya Sopan tests?
4. Who maintains a record of the Badges passed by a Guide at the District Headquarters?
5. Do you know the name of your District Badge Secretary?
6. Who presents the Rajya Puraskar and Rashtrapati Puraskar certificates?
7. What can be the advantages and disadvantages of the Badge System

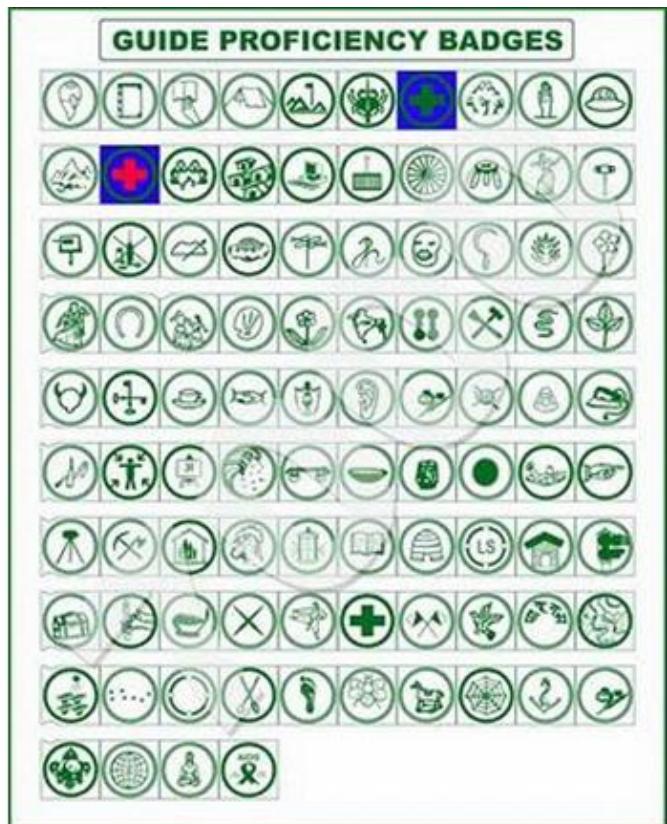
Source books and books for further reading

1. A.P.R.O. part III
2. Aids to Scout mastership by Lord Baden Powell
3. National Training Handbook for Scoutmasters Rev. edition 1994
4. Guide Captains Handbook ed.1973 of Maharashtra State Bharat Scouts & Guides (not in print)



Note :

- a) The Proficiency Badges will be worn on the sash as per the diagram.
The other Proficiency Badges earned by the Guide will also be worn in the similar manner.
- b) The Patrol Emblem will be worn on the top of the Sash.



KNOWLEDGE OF RULES, APRO & OTHER USEFUL BOOKS ON GUIDING

As a Guider you will want to keep yourself well informed about the Movement and the rules that govern it. You will need to have fuller and deeper knowledge of the programmes, activities, events etc. Thus a small library of relevant books is essential.

Objectives :

At the end of this Module, you should be able to :

Tell which books are useful for you as a Guider.

Describe the contents of some of the most important books on Guiding and Scouting.

As a Guider you are a member of a large Movement both in our Country and Worldwide. To know more about the Guide Movement you will need some reference books. It would be a good idea for your Group to have a library of relevant books on Guiding such as:

Rules Book of the Bharat Scouts & Guides

APRO Part I

APRO Part III

Girl Guiding in India.

Scouting For Boys

1. Rules Book of the Bharat Scouts & Guides :

For any Organisation to function effectively and transparently a well thought, reasoned and written set of Rules is extremely important. Such a set of rules helps in achieving the aims and objectives of the Organisation. The Bharat Scouts & Guides has also such set of rules which are published in The Rules book.

This Rules book contains all matters relating to the organisation of the National, Regional, State, Divisional, District, Local and Group levels of the Associations.

Its contents include:

Definitions of the roles of the officials and leaders of the Organisation.

Categories of membership.

Rules governing membership and termination of membership.

Constitution of National, State and District Councils, their powers, functions, working, appointment of members.

Job descriptions, powers and functions of various officials – honorary and stipendiary Training set up.

Rules regarding formation of different committees such as Planning committee, Finance committee, Rules committee, Executive committee etc., at all levels and their powers and functions.

In short, The Rules book is most important for the successful running of the Organisation.

3. A.P.R.O. Part I :

The Aims Policy Rules Organisation Part 1 is a book giving the general information about the Bharat Scouts & Guides.

Its contents include information about:

- Our Fundamentals, Principles and Methods, The Promise and Law, Character, Membership, Governing body.
- Our Emblems, Badges, Flags, Religious and Moral Policy, Financial Policy, Registration process.
- Procedure for issue, renewal and withdrawal of warrants.
- Uniforms.
- Decorations, Awards, Medals.
- Miscellaneous matters.

3. A.P.R.O. Part III:

The Aims Policy Rules Organisation Part 3 pertains to matters of the Guide Wing. The progressive programmes for Bunnies, Bulbuls, Guides and Rangers are given in detail in this book. It defines the 14 Programme ideals of the Bulbul, Guide and Ranger sections. It contains full details about the formation of the units and their management.

Its contents include information about:

- The Bunny, Bulbul, Guide and Ranger.
- The Bunny Tamtola, Bulbul Flock, Guide Company, and Ranger Team.
- Qualifications of Bunny Aunty, Flock Leader, Guide Captain, Ranger Leader and their Assistants.
- Uniform of the Leaders and the Bunnies, Bulbuls, Guides and Rangers.
- Scheme of advancement of the different sections.
- Special Branches of Guiding.
- Details of the Proficiency Badges of the different sections.
- Other General information.

Reflection :

The spoken word may be forgotten; the spoken word may even be misjudged ; but the written word comes with all its strength and truth, to inform and to inspire.

Foreword to Girl Guiding in India
By Lady Olave Baden Powell

4. Girl Guiding in India :

Girl Guiding in India was originally written by Lord Baden Powell as a companion book to 'Scouting For Boys'. It has since undergone several revisions to keep it relevant to the times. It is very child friendly and written in simple story telling style.

It covers all the relevant topics which are a part of the Guide programme in keeping with the Aim and objectives of Guiding. It contains pictures and drawings depicting the various skills required of a Girl Guide.

Though written primarily for the Guides, it is also a useful handbook for the Guiders

5. Scouting For Boys :

The classic book written by Lord Robert Baden Powell in 1908 started a worldwide Movement which is today more than a hundred years old. Scouting for Boys is still relevant today. It contains the principles which underlie Scouting. It is the motive power which caused boys and men to take up Scouting in 1908 and it continues to inspire even today. Later on, B.P. wrote a special version for the Indian Scouts.

The book is divided into nine chapters. Each chapter has yarns pertaining to the different topics needed to the Scout Programme.

I have put into this book all that is needed to make you a good Scout

Foreword to Scouting for Boys
Baden Powell of Gilwell
Chief Scout of the World

There are 26 Yarns or stories written in a friendly direct language about 'What Scouts Do', 'Life in the Open', 'Health giving Habits', 'Citizenship' etc. All the illustrations have been drawn by B.P. himself. The book has been translated into practically all the languages of the world and continues to inspire the youth and adults alike.

The above books will give you as a Guider the back bone of your Leadership. There are many more publications available at our Headquarters and also on our website www.bsgindia.org .

Let us ponder :

Name the books which will help you as a Guider.

Have you read any of these books?

Does your Unit possess any of these books?

Where will you purchase these books?

What are Yarns and how can they help you to teach your Guides?

Where will you find information about the correct uniforms?

Which book will give you information about your District organisation?

Reference and further reading :

Aids to Scoutmastership

Life of B.P.

Pravesh, Pratham, Dwitya and Tritiya Sopan books published by N.H.Q.

The National and State Magazines

Pioneer book

W.A.G.G.G.S. book

CD Project (PM Shield Competition)

Introduction

The purpose of the Scout/Guide Movement is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of the local, National and International communities. Service to community therefore is an important part of the Scout/Guide programme.

Objectives

At the end of this Module, you should be able to:

1. To define what is Community Development
2. Explain the relations of Guiding and the Community.
3. Describe the main features of the Prime Minister's Shield Competition

What is Community Development?

Community development is a process where people come together to take action on what's important to them. At its heart, **community development** is rooted in the belief that all people should have access to health, wellbeing, wealth, justice and opportunity. **Community development** involves changing the relationships between ordinary people and people in positions of power, so that everyone can take part in the issues that affect their lives. Its key **purpose** is to build **communities** based on justice, equality and mutual respect.

Guiding and Community Development:

The Aim of Guiding is to train girls to become active, responsible and participating citizens in their local, National and International communities. To achieve this girls are given opportunities and encouraged to do service at every level of their development through the progressive program. Thus, Good Turns, Service projects at school, Social service, anti Litter campaign, Tuberculosis awareness and Badge work such as Ambulance, Public Health, Rural Worker, Sanitation Promotion, Literacy, Community Worker etc are all included in the Guide Programme.

Such activities enable the Guides to improve their future efficiency as members of the Community.

For the Rashtrapati Puraskar Award, which is the highest achievement for a Guide, sustained community development project for two hours a week for six months has been prescribed.

Prime Minister's Shield Competition

Preamble

The Prime Minister of India has been pleased to permit the Bharat Scouts and Guides to initiate a competition on an All India level and permit award of Prime Minister's Shields to the units winning the competition.

Purpose: To motivate the Scouts and Guides to play their useful role in the service of the Nation and in the Movement by taking up concrete service project.

Period: The competition will cover the period from 1st July every year to 30th June of the succeeding year.

Methodology:

- The competition will be held in four subjects and is open to all Scout Troops, Guide Companies in the country. All members of these units will participate in the project set for each subject and achieve definite results.
- The competition will be held separately for the Scout and Guide wings of the Movement.
- The Scout Troops and Guide Companies will participate in two subjects: Subject No. I will be compulsory for all and they may select one more subject i.e. No. II or III or No. IV

Eligibility:

- a) Minimum of 2 competing districts.
- (b) A competing district is one which registers at least two(2) units.

Registration:

The units will be registered for the competition at the National Headquarters on receipt of the application forms duly forwarded by the State Association along with a registration fee Rs. 10/- (Rupees Ten only) per unit. Registration at NHQ must be completed before the end of May, i.e. one month before the commencement of the succeeding period. The NHQ will then register the units for the competition and issue the Log Books to the states for onward transmission to the units registered.

Judging:

1. Each participating unit will maintain record of the activities undertaken by it in a Log Book issued by the NHQ.
2. A unit will be considered a participating unit if it is properly registered and is able to gain at least 50% marks in the group of subjects selected by them. The record thus maintained will be sent by the units to their District/Divisional H.Q. by 30th July of the succeeding year.
3. The District/Divisional Association will judge these records of the Units and forward to the State H.Q. by 30th August.
 - (i) in duplicate a list of all units gaining 50% and above
 - (ii) marks in each group of subjects; and
 - (iii) the record (Log Book) of the units standing first and second in each group of subjects.
4. The State Association will judge these records and forward to the National H.Q. by the 30th Sept. the records of the units standing first.

Panel of Judges:

A panel of judges at different levels will be constituted at District Level, State Level and National Level.

Award:

In each State, the Scout Troop, guide Company, standing first in the competition in each group of subjects and gaining 70% and above marks of the total will be awarded the PRIME MINISTER'S SHIELD AND A CERTIFICATE SIGNED BY THE PRIME MINISTER.

All the units participating in the competition which gain more than 50% marks in the group of subjects selected by them will be awarded a Certificate of Merit signed by the Prime Minister.

Project Area:

The area of work for each Unit will be selected by respective Units and approved by the District Commissioner concerned.

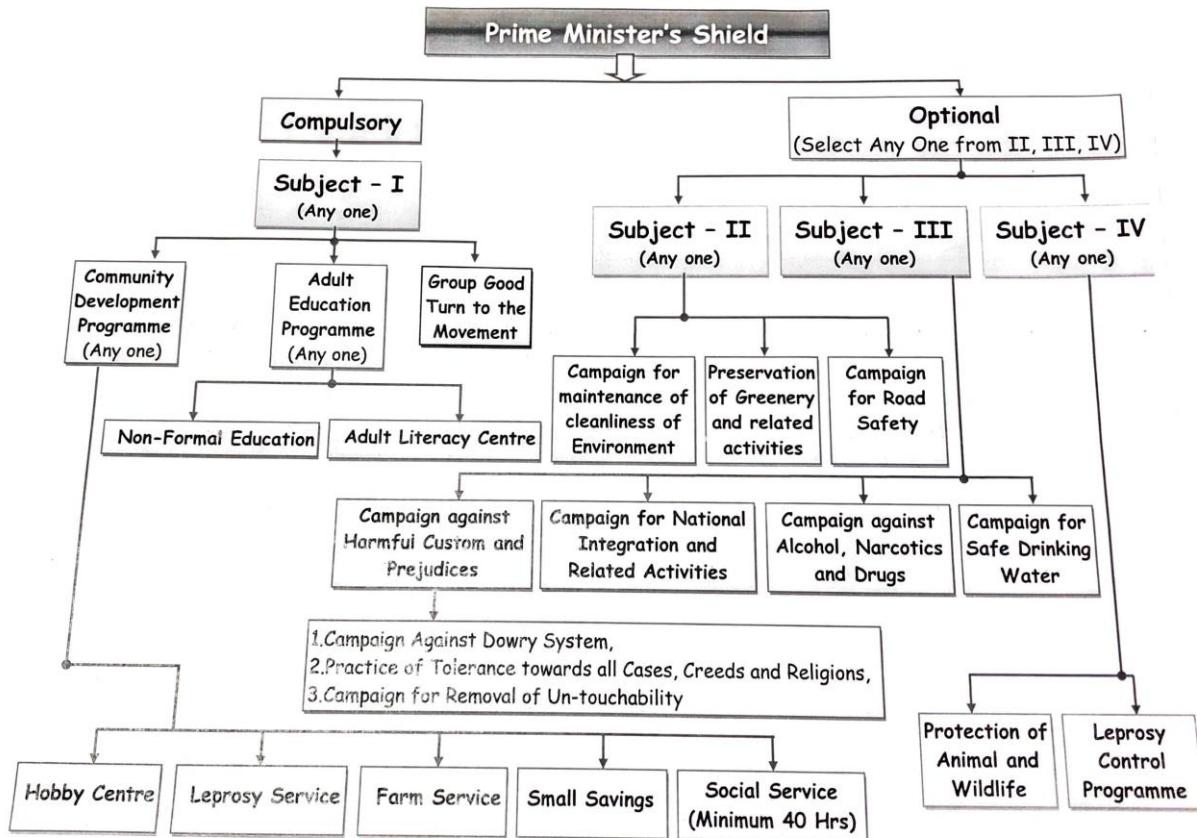
Log Book Sizes:

The Log Book of Prime Minister's Shield Competition should be preferably 15"x 12" and not exceed 18"x 15" in size

Subjects for Competition:

The following Chart will explain the subjects for the Competition

PRIME MINISTER'S SHIELD AT A GLANCE



Details of each subject as well as all the instructions can be found in the Booklet published by the National Headquarters. This booklet is also available for downloading on our website www.bsgindia.org

Let us Recollect :

1. What is Community Development?
2. What is the relation between Community Development and Guiding?
3. What is the period of the competition?
4. How many subjects are there in the syllabus?
5. What Award does the winning Team get?
6. What is the size of the Log Book?
7. Name one compulsory subject.

Reference and Further Reading :

1. Prime Minister's Shield Booklet published by the National Headquarters.

Specific Plan- Quarterly – Half Yearly and Yearly

Planning is the process of thinking about the activities required to achieve a desired goal. As a Guider you will need planning skills to manage your Unit, set your goals and take actions to get desired results.

Objectives:

By the end of this module you will be able to:

- ❖ Define planning
- ❖ Explain the importance of planning.
- ❖ Explain how to plan for your Guide Company.

Planning is the process of deciding when, what, where and how to do a certain activity before starting to work. **Planning** is to set goals and to make certain guidelines to achieve the goals. Planning enables the Guider to manage her Company activities for a certain future period of time. It is thus a process of thinking before taking action. As a Guider, the most important responsibility is planning and programming.

Programme planning should be based on the objectives and aims of our organisation. The Girl programme is given by the Bharat Scouts & Guides in the A.P.R.O. part III book. This book gives direction to your planning activity.

Future belongs to those who plan for it.

How to plan:

➤ **Consider the task :**

- **What** has to be done? Weekly meetings, Hikes, Camp, Investiture and other ceremonies, training, testing, competitions, excursions, these are some of the tasks that will need to be planned
- **Who** has to do it? Some of the tasks can be given to the Company and Patrol Leaders but much has to be undertaken by the Guider and her Assistant. Guest trainers can also be invited.
- **When, where** and **how** is it to be done?
 - ✓ Specific time has to be set for completion of each task so as to take the Guide from Pravesh to Rashtrapati Award.
 - ✓ So also the locations of visits, hikes, camps and excursions must be decided.
 - ✓ Mode of execution has to be fixed.

Specific Plan- Quarterly – Half Yearly and Yearly

➤ **Consider the Resources available :**

- Time
- Funds
- People
- Organisation
- Equipment

➤ **Consider alternate plans in case of emergency**

- **Decide** on specific plans for the Week, Month, Quarter and the Year. That is for short term, intermediate period and long term.
- **Share the Plan** and assign tasks to the concerned persons.
- **Arrive at a final plan** and programme which can give direction and meaning to the different activities of the Guide Company.
- **Undertake periodical assessment** of the success or failure of the Plan.
- **Re-plan** if necessary.
- Finally make a **Report of the Plan**, its achievements and shortcomings.

Those who Fail to Plan, Plan to Fail.

Let us recollect :

1. Why is it necessary for a Guider to plan?
2. What are the main points you will consider before planning?
3. Make a Monthly and Quarterly plan for your Guide Company.

FIRST AID UPTO TRITIYA SOPAN

Introduction

Knowledge of First Aid is of utmost importance in our daily life. As a Guide our girls have to be ever prepared to deal with emergencies at home and outside. It is also part of their training in service to the larger community. It develops self confidence and can also lead to further career opportunities. Our role as a Guider is to see that we make ourselves well informed and skilled in the subject so as to train our Guides.

Objectives

At the end of this Module, you should be able to :

1. Define First Aid and your responsibilities as a First Aider.
2. Explain Aim, scope and protocol of First Aid.
3. List the Golden Rules of First Aid.
4. Show how to deal with emergencies such as Drowning, Electric Shock, General Shock, Accidents, and Human being caught in Fire.
5. Place an unconscious victim in the Recovery Position.
6. Demonstrate Artificial Respiration methods - CPR (Cardio Pulmonary Resuscitation).
7. Treat for heat stroke and sun stroke.
8. Treat for Choking.
9. Deal with simple fracture of collar bone, upper arm, fore arm, hip, & lower leg.
10. Show the Transportation of casualty.

1. DEFINITION : First Aid is the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor, or other qualified personnel

2. AIMS OF FIRST AID :

- ❖ Preserve life
- ❖ Prevent the casualty's condition from becoming worse
- ❖ Promote recovery

RESPONSIBILITIES AS A FIRST AIDER :

- ❖ Assess the situation quickly and safely and summon appropriate help
- ❖ Protect casualties and others at the scene from possible danger
- ❖ To identify, as far as possible, the nature of illness or injury affecting casualty.
- ❖ To give each casualty early and appropriate treatment, treating the most serious condition first.
- ❖ To arrange for the casualty's removal to hospital or into the care of a doctor.
- ❖ To remain with a casualty until appropriate care is available.
- ❖ To report your observations to those taking care of the casualty, and to give further assistance if required.

FIRST AID PROTOCOL : (*Triple A Protocol*)

- ❖ Assess the scene...
- ❖ Assess the casualty...
- ❖ Assess what to do next...

3. Golden Rules of First Aid

- ❖ **Do first things first** quickly, quietly and without fuss or panic.
- ❖ **Give artificial respiration** if breathing has stopped.
- ❖ **Stop bleeding** if any.
- ❖ **Guard against or treat for shock**
- ❖ **Do not attempt too much**
- ❖ **Reassure the casualty** and his companions
- ❖ **Do not allow people to crowd round** as fresh air is essential
- ❖ **Do not remove clothes** unnecessarily.
- ❖ **Arrange for the transport of the casualty** to the care of a Doctor or a Hospital as soon as possible.

PRIORITY OF CASUALTIES

- ❖ Save the conscious casualties before the unconscious ones as they have a higher chance of recovery.
- ❖ Save the young before the old.
- ❖ Do not jeopardize your own life while rendering First Aid. In the event of immediate danger, get out of site immediately.
- ❖ Remember: One of your aims is to preserve life, and not endanger your own in the process of rendering First Aid.

Assess the Casualty- are they alive ?

- ❖ Is the casualty responding ?
- ❖ Is the casualty breathing normally ?
- ❖ Is the casualty moving ?
- ❖ Are there signs of life ?
- ❖ If they respond, seek their permission to provide first aid.

SCOPE OF FIRST AID

- ❖ 3 Ds – Diagnosis, Decide, Disposal
- ❖ Diagnosis :History, Symptoms, Signs
- ❖ Decide the Treatment: Breathing, Bleeding, Shock
- ❖ Disposal -Remove the cause from the casualty or the casualty from the cause.
Provide safe transport to nearest treatment centre or to home.

4. The Conscious and Unconscious Casualty

- ❖ What does the term 'conscious' mean ?
 - Conscious means a person is in his normal state of mind.
 - Generally this is like you are now, able to communicate and aware of your surroundings.
 - In certain circumstances i.e. people with medical conditions and/or disabilities you may need to ask if their behavior is 'normal'.

The Unconscious casualty

- ❖ Unconscious casualty means there is no response from the casualty to your communications with the casualty
- ❖ There are many **causes** of unconsciousness, viz,
- ❖ Alcohol (intoxication)
- ❖ Epilepsy (fitting/convulsions)
- ❖ Insulin (Diabetes)
- ❖ Overdose/Under dose (illicit and prescription drugs)
- ❖ Uraemia (renal failure is difficult to diagnose)
- ❖ Trauma (Shock)
- ❖ Infection
- ❖ Psychiatric / Pretending
- ❖ Stroke

Treating the Unconscious Casualty

- ❖ Unless CPR is to be performed, all unconscious, **breathing** casualties must be placed in the lateral 'recovery' or 'stable side' position.

5. THE RECOVERY POSITION



STEP 1 : Kneel next to the person. Place the arm closest to you straight out from the body. Position the far arm with the back of the hand against the near cheek.

STEP 2 : Grab and bend the person's far knee



STEP 3



STEP 4

STEP 3 : Protecting the head with one hand, gently roll the person toward you by pulling the far knee over and to the ground.

STEP 4 : Tilt the head up slightly so that the airway is open. Make sure that the hand is under the cheek. Place a blanket or coat over the person (unless he/she has a heat illness or fever) and stay close until help arrives.

FAINTING

Fainting is a brief loss of consciousness that is caused by a temporary reduction of blood flow to the brain.

SYMPTOMS :

- ❖ A brief loss of consciousness causing the casualty to fall to the floor
- ❖ A slow pulse
- ❖ Pale, cold skin and sweating

CAUSES OF FAINTING :

- ❖ Taking in too little food and fluids (dehydration)
- ❖ Low blood pressure
- ❖ Lack of sleep
- ❖ Over exhaustion

TREATMENT :

- ❖ Lay casualty down, and slightly elevate legs
- ❖ Make sure she has plenty of fresh air
- ❖ As she recovers, reassure her and help her sit up gradually
- ❖ Look for and treat any injury that has been sustained through falling

6. ARTIFICIAL RESPIRATION :

The technique of restoring breathing for a casualty is known as Artificial Respiration. This should be learned and practiced under a qualified instructor.

If a casualty has stopped breathing first check whether there is a carotid pulse in the neck. If there is no pulse and there is cardiac arrest, first summon help. Then sustain the breathing by mouth to mouth ventilation. At the same time to restart the heart start external chest compressions. This process is called Cardio Pulmonary Resuscitation (CPR)

How will you know that the heart is not working?

- ❖ The face is blue or pale.
- ❖ Pupils of eyes are dilated
- ❖ Heart beats or pulse is not felt.

Cardio - Pulmonary Resuscitation - CPR or Artificial respiration

- ❖ CPR is a technique involving rescue breathing and the compression of the heart (through external cardiac compression) ECC, therefore pumping oxygenated blood around the body.
- ❖ CPR when performed correctly, can preserve brain functions until medical help arrives.
- ❖ CPR is used on a patient who has suffered a cardiac arrest.

Causes of Cardiac Arrest

Heart condition	Near Drowning	Electrocution
Trauma	Blockage of coronary arteries	Drug overdose

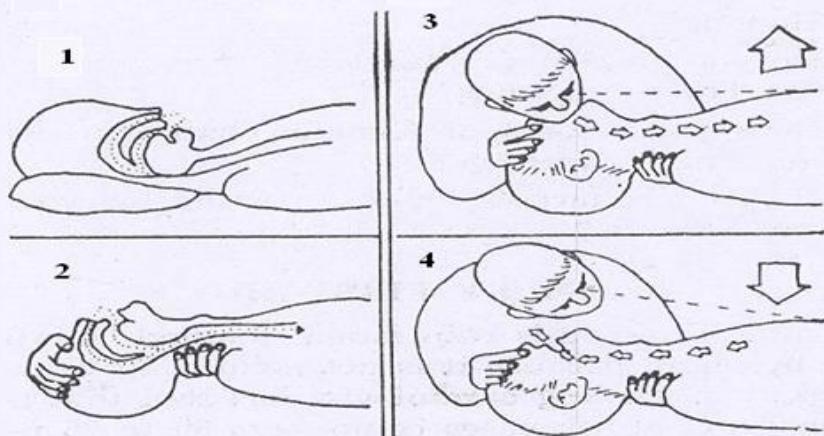
Points to note:

***Important: CPR is performed only if a person's heart has stopped beating and the casualty is unconscious or not showing signs of life. Stop CPR as soon as the patient shows signs of life.**

- ❖ CPR is a combination of Mouth to mouth resuscitation and chest compressions.
- ❖ The technique is different for very young children.
- ❖ Never practice CPR on a normal person. Use a dummy for practice.
- ❖ Before attempting mouth to mouth resuscitation, remove foreign materials such as false teeth and mucus.
- ❖ For drowning victims, mouth to mouth resuscitation is important.
- ❖ Even before starting CPR contact an ambulance service.
- ❖ Tap the victim and shout "Are you O.K?"
- ❖ Follow the steps of CPR as below.

RESCUE BREATHING -MOUTH TO MOUTH RESUSCITATION

Mouth - to - Mouth Resuscitation



RESCUE BREATHING Mouth - to - Mouth Resuscitation

You might save a life if you can do rescue breathing. Use it on a person who has stopped breathing. You breathe your own breath into the victim's lungs. Speed in starting is important. Do not waste time moving the victim to a comfortable place. In a water rescue, for example, you can start rescue breathing while carrying the victim from the water to dry land. Learn the five steps shown.

Step 1.—Clear victim's mouth of anything that might stop his breathing.

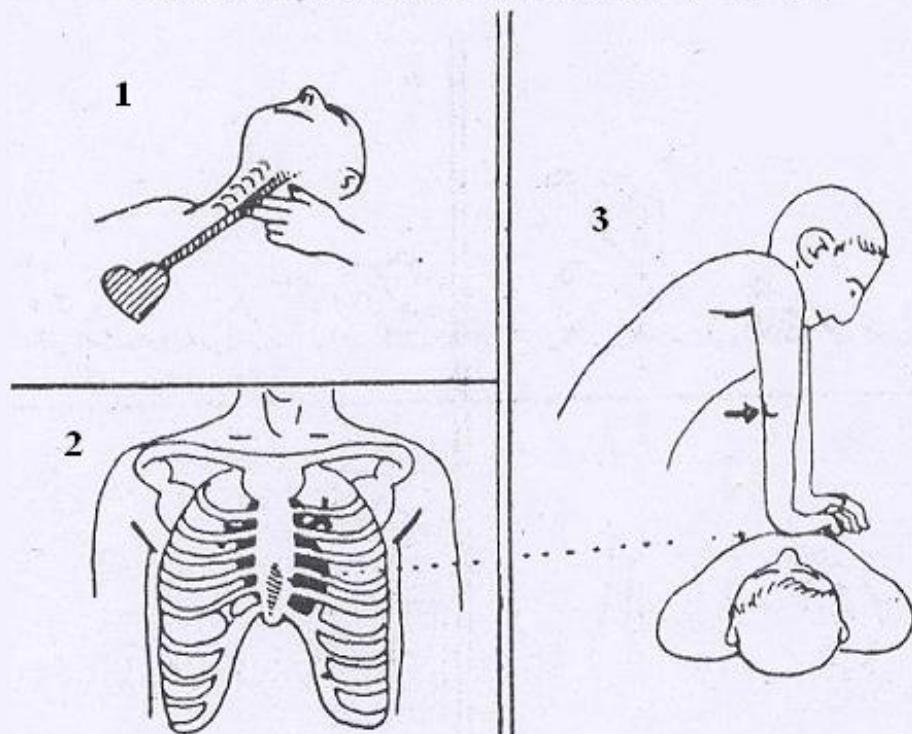
Step 2.—Tilt head back as far as you can. Lift with the hand beneath neck. Push down with the hand on the forehead.

Step 3.—Use your thumb and forefinger to pinch the nostrils shut. Place your mouth over the victim's mouth. Blow twelve times a minute for an adult or twenty times for a child.

Step 4.—Let the victim breathe out. In step 3 the victim's chest should rise. It should fall in step 4.

Step 5.—If air is not getting into the lungs, check tilt of head (step 2). If still choked, slap his back to clear the throat. If unable to breathe through his mouth, breathe through his nose. On a child, breathe through both his nose and mouth.

Cardio Pulmonary Resuscitation (C P R)



Step 1 : Place your hand on the carotid artery to check whether the victim is breathing.

Step 2 : Kneel by the side of the victim. Move your hand down the sternum (breast bone) to locate the correct position for the hands.

Step 3 : Clasp your palms and place them on the above located position as shown in the picture.

Step 4 : Keeping your elbows straight, press down firmly about 3 inches into the victim's chest.

Step 5 : Lean back, release the pressure on the chest.

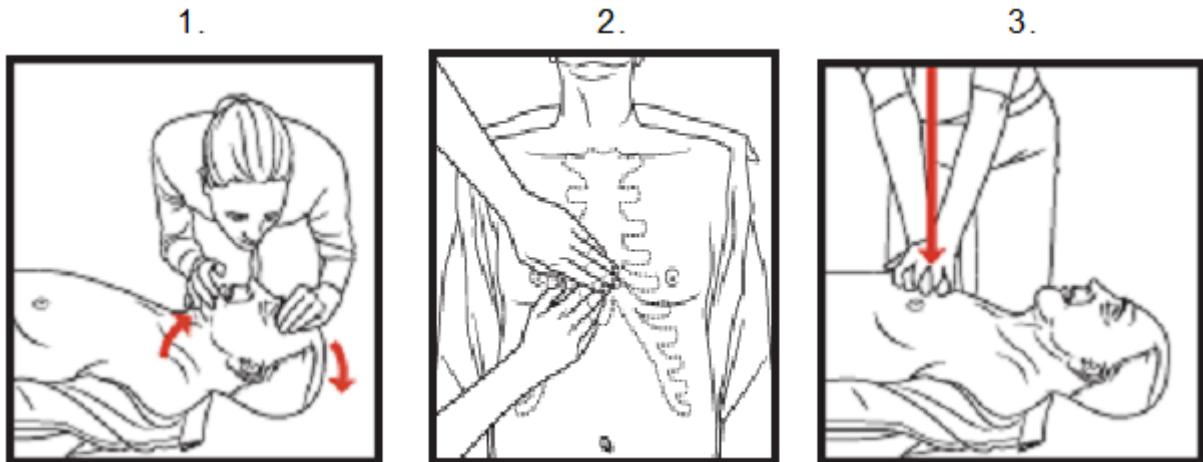
Step 6: The full procedure of CPR:

Give **2** mouth - to - mouth breaths, then **30** compressions,
repeat **2** mouth - to - mouth breaths.

Continue this procedure till the victim starts breathing on his own.

CPR TECHNIQUE Revised

2 Breaths followed by 30 Compressions



When performing CPR on a child, use only the air in your mouth.

i) Breathing : Pic. 1.

- ❖ ways to perform Rescue Breathing -
 1. Mouth to mouth resuscitation
 2. Mouth to nose resuscitation
 3. Mouth to mouth and nose resuscitation

ii) Compressions : Pic 2

- ❖ Find the compression point by placing your hands in the centre of the chest (lower half of the sternum)
- ❖ In infants the 2 finger technique should be used for compressions
- ❖ In children and adults the rescuer should use the heel of their hand while placing the other hand securely over the top of the first. **Pic. 3**
- ❖ The compressions should equate to 1/3 of the chest depth.
- ❖ The rate of compressions should be approximately 100 compressions per minute for all ages.

Remember...2 breaths & 30 compressions - 100 compressions per minute

4. SHOCK :

Shock occurs when the circulatory system fails, and insufficient oxygen reaches the tissues. If the condition is not treated quickly, it can cause death. Shock is made worse by fear and pain.

CAUSES : Shock can be caused by:

- ❖ loss of blood volume (such as through bleeding)
- ❖ profound dehydration
- ❖ after a massive heart attack
- ❖ a result of the lack of distribution of blood to the organs
- ❖ Shock can also be brought about by physical or mental trauma.
- ❖ Physical trauma may be the result of a shark bite, car accident or industrial accident causing blood loss.
- ❖ Mental trauma maybe as a result of bad news, witnessing a bad accident etc., causing arteries to dilate and decrease the relative blood volume.

SYMPTOMS OF SHOCK :

- ❖ Clammy skin (cool, pale and damp)
- ❖ Restlessness and nervousness
- ❖ Thirst
- ❖ Loss of blood
- ❖ Confusion
- ❖ Fast breathing
- ❖ Nausea or vomiting
- ❖ Blotched or bluish skin (especially around the mouth and lips)
- ❖ Often perspires freely
- ❖ May pass out.

TREATMENT FOR SHOCK :

- ❖ Position the casualty on their back
- ❖ Elevate the Legs
- ❖ Loosen clothing at neck waist or wherever it is binding
- ❖ Climatize (prevent too hot or too cold)
- ❖ Reassure (keep the casualty calm) Give hot / sweet drink
- ❖ Notify medical personnel (Help, Get a medic!!)

4. TYPES OF BURNS:

Dry burn – Caused by flame, contact with hot objects, friction etc.

Scalds (wet burn) – Contact with steam and hot fluids

Electrical burn – Low-voltage current, lightning strike

Cold injury – Contact with freezing metals, dry ice, freezing vapours e.g. liquid oxygen and liquid nitrogen

Chemical burn – Industrial chemicals, including inhaled fumes and corrosive gases, Household chemicals, including paint remover, strong acid and alkali, bleach, weed killers etc.

Radiation burn – Sunburn, over-exposure to ultra-violet (UV) lamp and exposure to radioactive source.

DEGREE OF BURN :

First degree burn : This involves only the outermost layer of skin and is characterized by redness, swelling and tenderness.

Second degree burn : Any 1% burn affecting layers of the epidermis, giving rise to rawness, blisters and the presence of a clear fluid. Can be fatal if it affects over 60% of the body.

Third degree burn : All the layers of the skin are burned and there maybe be some damage to the nerves, fat tissue and muscles. Skin may look waxy, pale or charred. Purple fluid is observed and no pain is felt by casualty. Urgent medical attention is required

MINOR BURNS (FIRST DEGREE BURNS)

TREATMENT:

- ❖ Rinse the injured part with cold water for at least 10 minutes to stop burning and relieve pain
- ❖ Gently remove any jewelry, watches, belts or constricting clothing from injured area before it begins to swell
- ❖ Cover area with sterile dressing, or any clean, non-fluffy material and bandage loosely in place.
- ❖ **NOTE :** Cold burns should not be rinsed with cold water and cold water should never be applied to anyone with extensive burns.

SEVERE BURNS (SECOND AND THIRD DEGREE BURNS)

TREATMENT :

1. Lay the casualty down and protect the burnt area from contact with the ground if possible
2. Rinse burn with plenty of cold water for at least 10 minutes or use burn-cooling gel
3. Arrange for casualty to be sent to the hospital

4. While cooling the burn, watch for signs of difficulty in breathing and be ready to resuscitate if necessary
5. Remove any rings, watches, belts, shoes or burning clothing from injured area before it begins to swell
6. Remove burnt clothing, unless it is sticking to the burn
7. Cover dressing with sterile dressing or some other suitable material to prevent infection and germs (this is not necessary if burn is on face)
8. Do NOT burst any blisters, touch infected area or apply any lotions to the injury as this will retain heat within the burn.
9. Seek medical help.

Human being caught in a fire - Action to be taken :

1. Do not allow the person to run about.
2. Put out the flames by whatever means available specially water.
3. If the room is on fire, tie a wet cloth on your mouth, crawl low down to the floor, to reach the casualty.
4. Hold a thick blanket, coat or table cloth in front of you while approaching a person who has caught fire.
5. Lay him down on the ground and wrap tightly with any thick piece of cloth.
6. Gently pat the covering to put out the flames
7. Do not roll the casualty.

7. HEAT STROKE AND SUN STROKE :

Causes : Exposure to excessive heat or sun. Lack of fluids or dehydration

Signs and symptoms : headache, dizziness, nausea, vomiting, collapse, and unconsciousness, cold and clammy face, weak or very rapid pulse, shock.

Treatment : Place the casualty in a cool place. If conscious, give plenty of cool slightly salted water. Sprinkle with water and fan him to keep his temperature down.

8. CHOKING :

Causes :

- ❖ Introduction of foreign object into airway, eg. A bone, which becomes stuck
- ❖ Respiratory diseases
- ❖ Compression of airway (e.g. Strangling)

Signs and symptoms :

- ❖ Unable to speak or cry out
- ❖ Face turns blue from lack of oxygen
- ❖ Victim grabbing at his/her throat
- ❖ Weak coughing, laboured breathing produces high-pitched noise
- ❖ Unconsciousness

Treatment :

- ❖ Encourage victim to cough
- ❖ Back slaps : Use of hard blows with heel of the hand on the upper back of the victim.
- ❖ In case of a child, hold him upside down and smack his back sharply three or four times.
- ❖ Heimlich Maneuver or Abdominal thrusts : Standing behind the victim and using hands to exert pressure on bottom of the diaphragm (May result in injuries like bruises or fracture of ribs)



Heimlich Maneuver

9. ELECTRIC SHOCKS (LOW-VOLTAGE CURRENTS)



Break contact of electric source with casualty by switching off mains or meter point (Only if it is safe for you to do so)
If unable to reach cable, stand on insulating material e.g. plastic mat, wooden box and push casualty's limbs away from source with a broom or stick
Do not touch the person until the power supply is turned off
Be careful in areas that are wet
Call an ambulance

Treat for shock as given below. Do not apply hot bottle. Treat for burns, if any. If breathing is stopped, give CPR and seek medical help.

GENERAL SHOCK

Shock is a general condition of severe depression of the vital functions. It may lead to death if not treated intime. Shock is of two types- nervous shock and true shock.

Causes :

Nervous shock is caused due to strong emotional upset eg. Fear, pain, bad news.
True shock is caused by extreme loss of blood, severe burns, heart attack, loss of body fluids due to vomiting or diarrhea, infections, poisons, disasters etc.

Signs and symptoms of shock :

Faintness or giddiness
Blurring of vision
Cold clammy skin
Pale face and lips
Slow or rapid pulse
Nausea/vomiting
Unconsciousness in later stages of shock

Treatment :

Reassure the casualty
Make him lie down comfortably
Loosen tight clothing
Wrap in a thin blanket
Give him something sweet and hot to sip such as water, tea coffee
Give first aid for his injury

10. FRACTURES:

What is a fracture?

Fracture is a term used to indicate that a bone is broken or cracked.

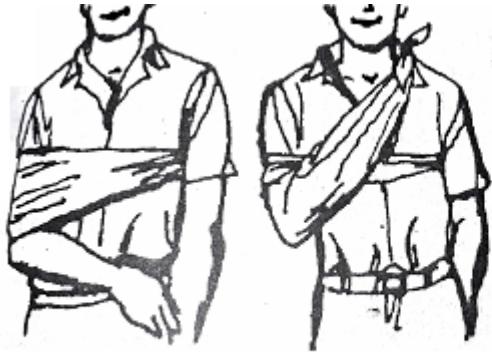
Causes : by direct force – eg. A severe blow or fall.
by indirect force.
by force due to violent contraction of muscles.

Symptoms : (LIPSDUCTS)

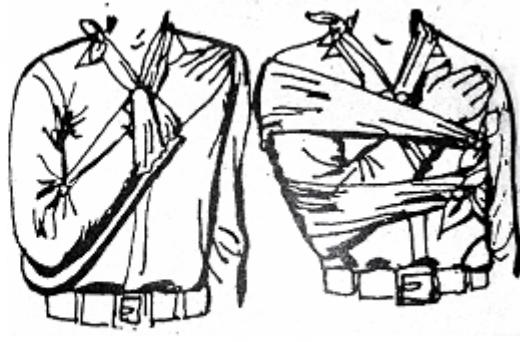
- ❖ Loss of power
- ❖ Irregularity of bone, angulation or rotation of limb, depression of bone etc.
- ❖ Pain at or near fractured site
- ❖ Swelling over the fracture site
- ❖ Deformity
- ❖ Unnatural movement
- ❖ Crepitus (bone grating)
- ❖ Tenderness on gentle pressure
- ❖ Shock

FRACTURES AND DISLOCATIONS - TREATMENT:

- ❖ Treat the fracture on the spot
- ❖ Support and immobilize the injured limb
- ❖ Use a splint (if possible) in order to prevent movement of the injured part
- ❖ Arrange for casualty to be removed to hospital
- ❖ Do not attempt to replace the bones



Fractured Collar Bone



Fractured Forearm

11. SPRAINS :

A sprain occurs at a joint where there is tearing or over-stretching of the ligaments and tissues.

Symptoms :

- ❖ Pain at site of injury
- ❖ Swelling and later bruising
- ❖ Pain on movement
- ❖ Loss of function

Treatment :

- ❖ Support the joint in most comfortable position
- ❖ P.R.I.C.E. (Protect, Rest, Ice, Compression, Elevation) treatment
- ❖ When a sprained ankle occurs outdoors, do not remove the shoe
- ❖ If unsure whether there is a fracture, always assume it is one

12. TRANSPORTATION OF CASUALTY :

With stretcher :

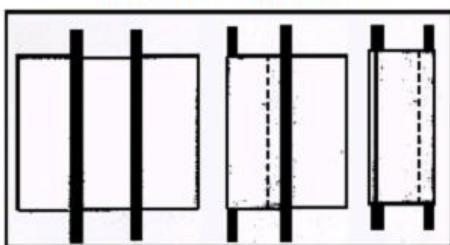
- ❖ Keep the stretcher level to the ground
- ❖ Carry the casualty with his feet facing the direction of move
- ❖ Bring the stretcher to the casualty and not the casualty to the stretcher

Types of stretcher :

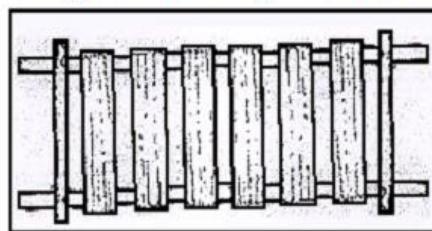
- ❖ Wooden stretcher
- ❖ Collapsible stretcher with telescopic handle
- ❖ Improvised stretcher

STRETCHERS AND LIFTS FOR TRANSPORTATION OF A PATIENT

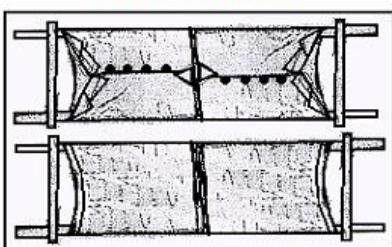
Bedsheet Stretcher



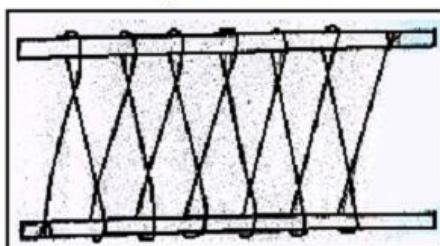
Triangular Bandage Stretcher



Shirt Stretcher



Rope Stretcher



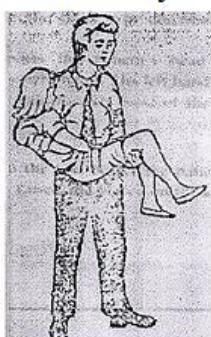
Four Arm Seat



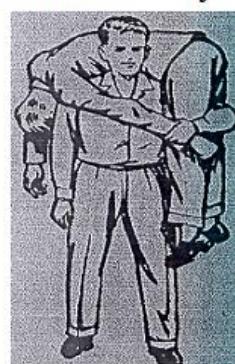
Two Arm Seat



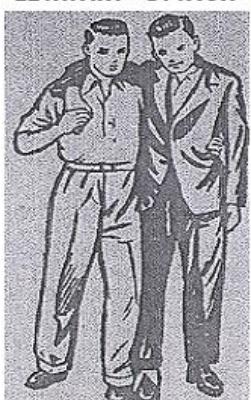
Cradle Lift



Fireman's Lift



Human Crutch



Pick - a - Back



Fore and Aft

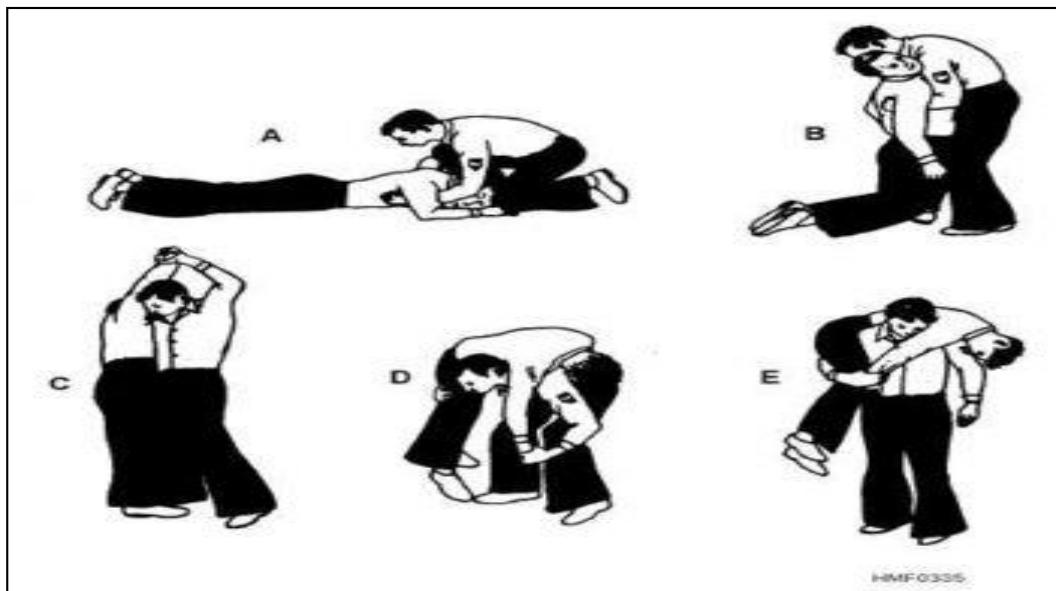


Two-handed Seat when casualty is unable to walk with assistance but able to use his arms to support

Three-handed Seat when casualty is unable to walk with assistance, usually with injury on one leg and is able to use his arms to support

Four-handed Seat when casualty is unable to walk with assistance but able to use his arms to support

Technique for Fireman's Lift



How much do you know?

1. What is your responsibility as a First Aider?
2. Do you have a First Aid Box in your home, school and what are its contents?
3. What are dry burns and wet burns?
4. What are the causes of unconsciousness?
5. What are the Golden Rules of First Aid?
6. What is shock?

Reference Books and further reading :

First Aid to the Injured Manual of the St. John Ambulance Association.

Introduction of WAGGGS and World Centres

Introduction : Over more than 100 years, around 250 million Girl Guides and Girl Scouts have been changing lives and building a better world through leadership development, community action, service to others, peer education and advocacy.

But how does the Movement run? Who is responsible for its policies and decisions on a world wide scale?

Objectives:

At the end of this Module, you should be able to:

1. Tell the Mission and Vision of WAGGGS.
2. Describe the functioning of WAGGGS.
3. Explain the Five World Centres.

What is WAGGGS ?



WAGGGS is the World Association of Girl Guides and Girl Scouts.

It is the umbrella organization that unites 150 National Girl Guide and Girl Scout Organizations in the world. It is the largest voluntary organization for girls and young women in the world, and one of the world's seven largest international youth organizations. Currently there are approximately ten million individual members.

WAGGGS provides girls and young women with excellent training and programmes addressing their intellectual, spiritual, mental, emotional, social, moral and physical development needs. The organization promotes cultural awareness, international peace, understanding and appreciation. Its projects address issues of concern affecting today's girls and young women working on its own and through partnerships with the United Nations and other international organizations. The Headquarters known as the World Bureau is located at the Pax Lodge in London U.K..

WAGGGS mission is to enable girls and young women to develop their fullest potential as responsible citizens of the world.

Vision of WAGGGS is that all girls are valued and take action to change the world.

As responsible world citizens, we are responsible for ourselves, our communities and for the world at large. Through its Member Organizations, WAGGGS provides a high quality non-formal educational program that provides dynamic, flexible and value-based training in life skills, leadership and decision making. WAGGGS offers projects and programmes at an international level that enables Girl Guides and Girl Scouts to be responsible world citizens through action and activity in the community.

Thought for Reflection

We have got to make this world a better and happier place
and each of you can do that. The world needs you.

Olave, Lady Baden Powell

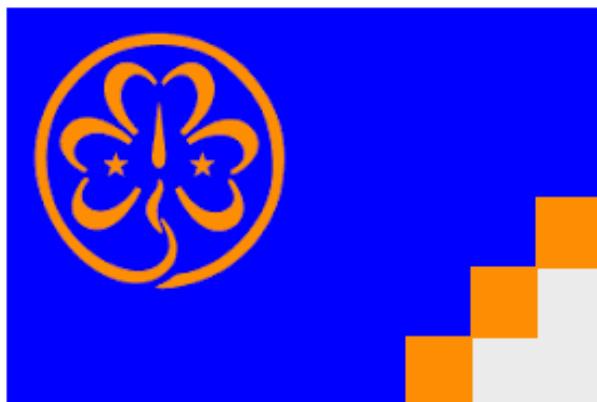
The **World Conference** is the key decision - making body for the Association which meets triennially. Every three years, representatives of each National Organization meet together at a World Conference to discuss and vote on matters of common interest to Girl Guides and Girl Scouts everywhere. Between world conferences, the business of the World Association is carried on by the World Board and international committees of volunteers and by international staff of the World Bureau in London, England.

Membership : There are two categories of membership to WAGGGS, **Associate** and **Full Membership**.

There are five WAGGGS Regions for administrative purpose:

[Africa](#), [Arab](#), [Asia Pacific](#), [Europe](#) and [Western Hemisphere](#).

The World Flag & The World Trefoil



The World Flag & the World Trefoil is a unifying symbol of WAGGGS:

The flag is displayed at the four World Centers, WAGGGS gatherings, and by all member organizations.

Its significance is:

- ❖ The golden trefoil on a bright blue background represents the sun shining over all the children of the world.
- ❖ The three leaves represent the threefold Promise as originally laid down by the founder
- ❖ The base of the stalk represents the flame of the love of humanity.
- ❖ The vein pointing upwards through the centre of the trefoil represents the compass needle pointing the way.
- ❖ The two stars represent the [Promise and Law](#).
- ❖ The three golden orange squares represent the threefold Promise.
- ❖ The white blaze in the corner symbolizes world peace, which all Girl Guides and Girl Scouts work for in their families, communities, and the wider world.

World Centers

There are five **World Centers** owned by WAGGGS:

- ❖ [Pax Lodge](#) in London, England
- ❖ [Our Chalet](#) in Adelboden, Switzerland
- ❖ [Our Cabana](#) in Cuernavaca, Mexico
- ❖ [Sangam](#) in Pune, India
- ❖ [Kusafiri](#) in Africa

The five World Centers owned and operated by WAGGGS, provide places for girls, who are 14 and older, and adults to visit and attend international trainings and events.

1. Our Chalet

OUR CHALET ADELBODEN, SWITZERLAND	
	
<p>Our Chalet CH 3715 Adelboden, Switzerland Telephone: +4133 73 12 26 Our Chalet: http://www.ourchalet.ch/</p>	

Founded in 1932.

The center focuses on the out - of- doors, hiking, mountain climbing, and skiing. Our Chalet is open from early June until early October and Christmas until early April. Day visitors are welcome during those periods from 9:30 AM- 12:00 PM and 2:00 PM to 5:00 PM. Advance notice of visiting groups is requested. At least a phone call before your visit is needed so that you are expected. A guide will show you around.

2. Pax Lodge

PAX LODGE LONDON, ENGLAND	
	
<p>Olave Center 12c Lyndhurst Road London , NW3 5PQ, England, UK Tel : +4471 435 2202</p>	
<p>Pax Lodge: http://www.paxlodge.org/ Tel: +44 (0)20 7794 1181. Fax: +44 (0)20 7431 3764 email: wagggsworld.org</p>	

Founded in 1939.

The center serves as a hotel for Girl Scout and Girl Guide travelers. The World Bureau is located here.

3. Our Cabana



Our Cabana
Apartado Postal 4-406
62430 Cuernavaca, Morelos, Mexico
Telephone: +52 73 15 26 50
Our Cabaña: <http://www.ourCabana.org/>

Founded in 1957.

The center offers the opportunity for Girl Scouts and Girl Guides to learn and practice Mexican crafts and customs, and to participate in community service projects.

4. Sangam



Sangam- World Center for WAGGGS
Alandi Road, Yerawada
Pune, India 411006
Telephone: +91 212 66 3252
Sangam: <http://www.sangamworldcentre.org/en/home>

Founded in 1966.

The center offers Girl Scouts and Girl Guides the chance to meet and share their different cultures and heritages, and to participate in community service.

5. Kusafiri means 'to journey' in Swahili

The idea for the fifth World Centre in Africa took off in 2010 and was finally approved in the 35th World Conference in Hong Kong in 2014.



In October 2015, the 'Fifth' World Centre was given its new name, Kusafiri World Centre. The 'centre' has no fixed site but changes location at every event, creating international experiences to girls and young women in different countries in Africa.

The WAGGGS Africa Region represents 32 Member Organizations and a membership of 876,129 girls and young women

The World Song was adopted at the 13th World Conference in Oxford, UK, 1950.

It is sung at every international event and World Centre.

Here is a link for it : https://youtu.be/2_aHL-6Tb0k and the lyrics-

*Our way is clear as we march on,
And see! Our flag on high,
Is never furled throughout the world,
For hope shall never die!
We must unite for what is right,
In friendship true and strong,
Until the earth,
In its rebirth,
Shall sing our song!
Shall sing our song!
All those who loved the true and good,
Whose promises were kept,
With humble mind, whose acts were kind,
whose honour never slept;
These were the free!
And we must be,
Prepared like them to live,
To give to all,
Both great and small,
All we can give*

Thinking Day and Thinking Day Ceremony

Thinking Day was first created in 1926 as a special day for Girl Scouts and Girl Guides all around the world to think of each other and give thanks and appreciation to their "sister" Girl Scouts.

February 22 was chosen as the date for Thinking Day because it was the joint birthday of Lord Baden-Powell, founder of the Boy Scout movement, and his wife Olave, who served as World Chief Guide. In 1999 the official name was changed to World Thinking Day to emphasize the global aspect of this special day.

On this day, members of the 150 countries think of members in other countries throughout the world as they take part in activities to learn more about world Girl Guiding.

World Thinking Day can be celebrated in a variety of ways from the simplest Group activity to an elaborate council ceremony.

As the groups begin planning for Thinking Day they might want to consider some of the following activities :

- ❖ Learn about WAGGGS and the 5 World Centers
- ❖ Learn about World Thinking Day, its symbols and meaning
- ❖ Research a country: its culture, heritage, geography and people
- ❖ Develop a presentation to share with others
- ❖ Plan a service project

It is traditional to celebrate World Thinking Day within units or districts or regions with some type of international activity. This could take the form of such things as :

- ❖ a ceremony
- ❖ games from other countries
- ❖ a campfire singing songs from around the world
- ❖ international cuisine
- ❖ joint activities with Scouts (they celebrate Founder's Day on February 22)
- ❖ a church parade
- ❖ crafts from around the world

An important aspect of the celebration is the voluntary contributions made by each member to the World Thinking Day fund which is used to promote and develop Girl Guiding throughout the world. Contributions are sent to the National Office (through the regional secretaries) and then forwarded on to WAGGGS which administers the fund.

World Thinking Day Symbol



The World Thinking Day symbol is used in World Thinking Day celebrations. It was introduced in 1975 and has the following meaning:

- ❖ The World Trefoil in the centre represents WAGGGS, the World Association.
- ❖ The arrows pointing towards it represent action and give direction to that action.
- ❖ The circular design represents the world of Girl Guiding and Girl Scouting.

Let us ponder :

1. What are the Mission and Vision of WAGGGS?
2. Can Scouts join WAGGGS?
3. Can you think of some common aspects which unite all the Guides in the World?
4. What can you tell about the World Centres?
5. Have you heard the World Song?
6. Explain the symbolism of the World Flag.
7. What is World Thinking day (WTD)?

Further Reading :

1. WAGGGS –Pub. by The Bharat Scouts & Guides National Headquarters, New Delhi
2. WAGGGS website - <https://www.wagggs.org>