



Girl Guides of Canada Guides du Canada



# Orientation to Guiding

Revised: July 2011

# Welcome!

## **Orientation to Guiding explains:**

- the Membership screening process
- organizational information about Girl Guide of Canada-Guides du Canada

## **GGC – the leadership organization for today’s girls and women in Canada.**

- GGC is one of 145 Member Organizations of the World Association of Girl Guides and Girl Scouts (WAGGGS) providing leadership opportunities to over 10 million girls and young women around the world.
- Guiding provides diverse and exciting programs and activities that offer girls the opportunity to discover new interests, learn valuable leadership skills and build lasting friendships.
- Guiding provides girls with the tools and resources they need to achieve greatness in every area of their lives.

## **Vision**

Girl Guides of Canada-Guides du Canada, the organization of choice for girls and women, makes a positive difference in the life of every girl and woman who experiences Guiding, so she can contribute responsibly to her communities.

## **Mission**

Girl Guides of Canada-Guides du Canada enables girls to be confident, resourceful and courageous, and to make a difference in the world.

Girl Guides of Canada-Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means GGC’s culture, programming and practices encourage self-awareness and awareness of others; room for difference; and environments where girls and women feel safe, respected, supported and inspired to reach their potential.

## CODE OF CONDUCT

*This Code of Conduct is an integral part of involvement with Girl Guides of Canada – Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all employees, and all parents and guardians of Members to:*

1. Refrain from words, actions and behaviour – in any medium – that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

*In addition, Members, volunteers and Employees will:*

8. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
9. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
10. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada-Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.

### **Adult Member Screening**

All adult applicants must be screened in order to become a Member. The steps of screening process are:

Step 1: Complete and sign the A.1 Application form (which includes providing two references) and submit as directed by your GGC contact. The application includes your agreement to:

- GGC's Code of Conduct (see above)

- obtaining a police records check (PRC) that includes the vulnerable sector screen and pardoned sexual offenders database

At this stage you are a potential Member (PMBR). Until you have obtained a PRC, you can not participate in a Unit on an ongoing basis, take part in overnight activities or be in any kind of supervisory role with girls.

Step 2: Participate in an interview. Your Membership screener will contact you to set up an interview. This is an opportunity for you to:

- Find out more about Membership in GGC
- Share your expectations on current and future involvement in GGC
- Review the information in this document and clarify any questions
- Learn how to obtain your police records check (PRC) (note that your PRC is renewed every 5 years)

Step 3: You become a Member of GGC when:

- Your reference checks have been completed.
- Your PRC is received and entered in the GGC database

You will then receive your Membership Card which has on it your Membership number (also known as iMIS number). Note this number is important as it gives you access to the Members only section of our website and is useful for administrative purposes.

**Should you have any questions or concerns please let us know and we will follow up for you. E-mail: [membership@girlguides.ca](mailto:membership@girlguides.ca)**

## Promise, Law, Motto and Sign

The Promise, Law, Motto and Sign are statements of Girl Guides of Canada's values. They may vary according to the branch of Guiding. Sparks do not have a Law or Motto. If you were not a previous Member of GGC you will say your promise during enrolment.

### The Promise

#### **Girls Brownie age and older and adult Members:**

I promise to do my best,  
To be true to myself, my beliefs and Canada.  
I will take action for a better world  
And respect the Guiding Law. (Brownies say: And respect the Brownie Law)

*Note: you may see a former version of the Guide and Brownie Promise in some materials. These were replaced with the above Promise(s) in January 2010.*

#### **Sparks:**

I promise to share and be a friend.

## The Law

### Girls Guide age and older and adult Members:

The Guiding Law challenges me to:

- Be honest and trustworthy
- Use my resources wisely
- Respect myself and others
- Recognize and use my talents and abilities
- Protect our common environment
- Live with courage and strength
- Share in the sisterhood of Guiding

### Brownie Law:

As a Brownie  
I am honest and kind;  
I help take care  
Of the world around me

## The Motto

### Girls Guide age and older and adult Members:

Be Prepared

### Brownies:

Lend a Hand

## The Sign

The sign is usually made while saying the Promise.



### Girls Brownie age and older and adult Members:

The three fingers of the Sign represent the three parts of the Promise.



### Sparks:

The Spark sign is made with the first two fingers of the right hand to represent the two parts of the Sparks Promise.

## The Guiding Program

The Mission of Girl Guides of Canada-Guides du Canada is fulfilled through the Guiding programs.

### Girl engagement

Girl engagement is the process of putting the words of our Mission in action to enable girls to become:

- confident
- resourceful
- courageous
- and to make a difference in the world

This is done by engaging girl Members actively in making decisions about as well as implementing their plans and activities based on their interests and developmental ability. Beginning from Sparks through to Rangers, engagement evolves and expands as girls grow older, gain maturity and experience, and thus increase their share of the responsibility.

Girl engagement:

- involves the girls in planning their program.
- gives girls the opportunity to learn by doing.
- builds leadership skills and allows girls to set their own goals and to challenge themselves.
- fosters partnerships and communication between the girls and Guiders.
- can be adapted to meet the needs of the girls in the Unit.
- is appropriate to the developmental needs/requirements of girls of different ages.
- focuses on developing a personal sense of accomplishment in addition to earning external rewards, such as badges and crests.

The goal of Guiders is to build girls' leadership skills and confidence, increasing their share of responsibility in girl-focused program planning and decision-making.

### **Program areas**

Program areas are themes throughout all branches of the Guiding program. They include:

- personal development and leadership
- health and fitness
- science and technology
- music and the arts
- camping and the outdoors
- environment and global awareness
- community service

### **Camping and outdoor activity**

Camping encompasses a wide-range of activities from hiking and adventure camping to tenting and campfires. These are ways for girls to develop their skills and leadership abilities. There are trainings and resources that facilitate outdoor activities. Talk to your District Commissioner, Administrative Community Leader, Unit Administrator or Camping Adviser to find out the camping and outdoor opportunities available for your Unit.

### **Uniform and insignia**

Guiding is a uniformed organization. The uniform identifies girls and women as Members of GGC. Uniforms give a sense of belonging. Information on uniform options and insignia placement can be found in the program books, *Guiding Essentials* and the GGC online store ([www.thegirlguidestore.ca](http://www.thegirlguidestore.ca)). Uniforms and other items of GGC are ordered from this website.

### **Year pins**

Girls and adults are presented with year pins at the beginning of each year from the first to fifteenth. From that point on year pins are presented at 5-year intervals.

## The Structure of Guiding

Guiding emphasizes that the girls are the heart and soul of the organization. At the local level, girls are organized into branches based on age and attend Unit meetings where they work on their programs. For administrative purposes, there are a series of levels which include national and provincial and can include areas, and districts or administrative communities. Each level has a Commissioner or Administrative Community Leader who provides leadership. At all levels, Advisers give support on specific topics, such as the arts, camping, international, Membership, program, PR, training, etc.

### Unit meetings

Unit meetings can be held once a week, once a month, at lunch time, in the evening - basically what works best for the Guiders and the girls.

Each branch has a girl program book and Guider Manual, which assists in planning your meetings. A meeting typically consists of an opening, program activities, games or songs and a closing. During a meeting you may also present badges or pins to girl Members.

### Branches of Guiding

Guiding for girls is divided into five branches for the various age groups:

#### Sparks (ages 5-6)

The program encourages girls to participate in imaginative activities and projects, develop creative skills, make close friends, learn new things and strive to reach their full potential in all they do.

#### Brownies (ages 7-8)

The program is about encouraging girls to develop their own identity and positive relationships with others. Brownies gain confidence by learning skills for use in their daily lives – everything from safety and eco-awareness to the importance of healthy choices. Brownies also explore science, the arts, camping and the outdoors, and develop a commitment to their communities through service projects and special events.

#### Guides (ages 9-11)

The program encourages girls to try new things, offering them a space to focus on issues that are important to them. Guides learn how to take action, and to make the world a better place through community service projects. Guides is about real friends, real fun and real adventure.

#### Pathfinders (ages 12-14)

This program is about adventure, challenges, new experiences and good friendships. In this program, Pathfinders work towards obtaining their Canada Cord. Girls put their leadership skills into action and make a difference in their community. Guiders who work with Pathfinders are mentors or advisers. The girls determine their own path and the Guider provides the support and shares her experiences, allowing the girl Member to reach her full potential.

### **Rangers (ages 15-17+)**

The Ranger program is about choice and flexibility, while promoting leadership and community involvement. Guiders act as mentors, helping girls as they shape their own program and achieve their own goals. The Ranger program allows girls to enjoy Guiding by creating a self-defined and personally unique experience.

### **Other Girl Member activities**

#### **Lones (ages 5-17+)**

Lones is an option for girl Members who are unable to attend regular meetings due to distance, health, work, studies or physical challenge. Lones carry out the program of their branch (Sparks, Brownies, Guides, Pathfinders, Rangers) by correspondence (written or electronic).

#### **Extra Ops/ Trex (ages 12-17+)**

Extraordinary Options was developed as an alternative to the regular program. Extraordinary Options, or "Extra Ops," are opportunities for girls to benefit from the unique and enriching experience of Guiding through activity based programming that focuses on one area. Trex for example, focuses on outdoor activities.

## **Girl Guide Cookies**

Adult Members assist girls in Units with selling Girl Guide cookies twice a year. Our two campaigns are: spring (classic chocolate and vanilla sandwich cookies) and fall (chocolatey mint cookies).

### **History**

Girl Guides have been selling cookies since 1927. The very first cookies were made and sold by girls and their moms to raise money for local Guiding activities.

### **Supporting Guiding**

The money raised through cookie sales supports Guiding activities – both in your community and across the country. Proceeds directly benefit the girl Members who sell the cookies, helping provide program and activity resources and support for girls and their Guiders (for example to attend camps and events).

### **Cookie facts**

Girl Guide cookies are baked by Dare Foods Limited in a nut-free/peanut-free bakery. Almost 5 million boxes of Girl Guide cookies are sold each year across Canada.

### **A great “fun” raiser**

Selling cookies helps girls and young women learn and practice skills such as: planning and goal setting; teamwork; problem solving and decision making; money and time management; responsibility, safety awareness, customer service; courtesy, communications; community involvement.

All other fundraising must meet national guidelines and requires provincial permission.

## Supports available to assist you in your Guiding role

### **GGC Mentoring Program**

Mentoring is offered by GGC to support new Members in their first year of Guiding. Mentors are experienced Guiders available as both a coach and role model during this period. A mentor should be assigned as a part of the registration / screening process. If for some reason you have not been assigned a mentor, please let your provincial office know.

### **Member Zone**

This Members only area of the website gives access to your Unit list, resource information for Unit Guiders, information about training and regular updates from GGC. Click on Members and follow the links to Member Zone. To access Member Zone, go to [www.girlguides.ca](http://www.girlguides.ca) . Click on Members and follow the links to [Member Zone](#). Request a password using your Membership/iMIS number and e-mail address.

### **Training and Enrichment for Adult Members (TEAM)**

GGC is committed to supporting you in your position. Training and Enrichment for Adult Members (TEAM) is the national training program available to all Guiders. By participating in training sessions, Guiders enhance their knowledge and develop skills that enable them to make the girls' experience worthwhile and fun. Trainings also provide Guiders with opportunities to network and have fun with their sisters in Guiding.

TEAM has five streams; each specialized to meet the training needs of Members based on their position.

- Unit Guider
- Outdoor Activity Leader
- District Commissioner
- Administrator
- Trainer

Your District Commissioner (DC) or Administrative Community Leader (ACL) will provide information on trainings being offered locally. You can also check out our trainings on Member Zone as well as the links to the Learning Library, which provide our e-Learning options.

### **Safe Guide**

*Safe Guide* is the manual with the policy and procedures to support safety in activities for girls. It is an important component of organizational risk management and ensures the consistency of programming and the safety of all Members. Following *Safe Guide* is mandatory when planning activities. Training in how to use *Safe Guide* is mandatory for all adult Members and must be taken within **six months** of joining.

### **Guiding Essentials**

*Guiding Essentials* contains essential information for GGC Members who are responsible for administration and program delivery. It provides information about policies, their implementation and related procedures as they affect Members of GGC.

## **Canadian Guider**

*Canadian Guider* is the official magazine of GGC. It is published three times annually and mailed to all current adult Members to keep them up-to-date and connected.

## **Girl Protection Procedures**

GGC prides itself on creating and maintaining safe spaces for girls. The *Girl Protection Procedures* outlines tips for identifying and protecting our girl Members from abuse. Members can access these procedures on Member Zone. Any adult Member who suspects that a girl may be at risk of or may have suffered from neglect, emotional, physical or sexual abuse **MUST** report the matter to the local child protection agency or police service. This is a legal requirement and GGC requires that all Members adhere to this law. Most provinces have a Girl Protection Adviser, who have specialized knowledge in this area and can offer assistance when required. The Girl Protection Procedures are a resource provided to new Members.

## **Privacy**

GGC is committed to protecting the privacy of all of our Members. All personal information and forms should be handled with care. Always ensure the information is kept safe and secure. Please see Member Zone for further information on privacy standards.

## **Finances**

All funds collected by your Unit and GGC are subject to public scrutiny. The *Standard Financial Reporting Manual* sets the financial procedures for the handling of Unit funds. Your District Commissioner or ACL/Unit Administrator will assist you in learning the financial procedures for your Unit.

## **Guiding in Canada**

The first Canadian Guide company officially registered was in St. Catharine's, Ontario, in January 1910. Companies in Toronto, Moose Jaw and Winnipeg were registered later that same year. Guiding spread to all provinces during 1910 and 1911. Agnes Baden-Powell received so many requests from Canada to form Guide Companies that she suggested the formation of a Dominion Committee in Canada. Lady Pellatt, one of the members of this Committee, was appointed Chief Commissioner in 1912. In 1917 the value of Guiding was recognized by the Canadian Government with an Act of Parliament approving the Constitution of the Canadian Girl Guides Association. The name was changed in 1961, again by Act of Parliament, to Girl Guides of Canada-Guides du Canada.

## WAGGGS – World Association of Girl Guides and Girl Scouts



**WAGGGS flag**

As a Member of GGC, you are also a Member of the World Association of Girl Guides and Girl Scouts (WAGGGS). With over 10 million Members in 145 countries, one of WAGGGS' most crucial roles is to promote international friendship and understanding.

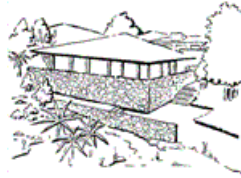
WAGGGS is divided into five regions: Africa, Arab, Asia Pacific, Europe and Western Hemisphere. Canada is a member of the Western Hemisphere.

### Four World Centres

WAGGGS has four World Centres, where visitors can participate in programs and activities and work with local communities, experiencing the culture and lifestyle.



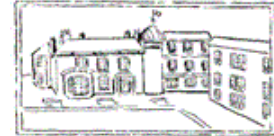
**Our Chalet  
Switzerland**



**Our Cabaña  
Mexico**



**Sangam  
India**



**Pax Lodge  
UK**

## Thinking Day/Guide-Scout Week



**Thinking  
Day Logo**

On February 22, Girl Guides and Girl Scouts throughout the world remember their sisters in Guiding and celebrate international friendship through Thinking Day events. The date also marks Lord and Lady Baden-Powell's joint birthdays. The week of February 22 is also celebrated as Guide-Scout Week. Funds collected for Thinking Day go toward supporting the CWFF.

## Canadian World Friendship Fund (CWFF)



**CWFF Logo**

GGC financially supports international Guiding through CWFF. The CWFF is made up of voluntary contributions from Members and friends of Guiding.

## How Guiding started

### Lord Baden-Powell (1857-1941)

When Lord Robert Baden-Powell (B-P) was 19-years-old, he joined the army and ventured to South Africa and India. B-P created games and eventually compiled them into a book called *Scouting for Boys*. In 1907 he held an experimental camp for boys on Brownsea Island. In 1909, B-P called a rally at the Crystal Palace in London to bring together all those who were practicing his scouting games and thousands of boys and their leaders came. There was a small group of girls participating who wanted to join, too. Lord Baden-Powell asked his sister Agnes to be in charge of the girls who he referred to as Guides. In 1912, B-P and Agnes wrote the *Handbook for Guides*.



### Lady Baden-Powell (1889-1977)

In 1912, Lord Baden-Powell met Olave St. Clare Soames on a cruise to the West Indies. They discovered they shared the same birthday, February 22, and felt this was a special sign. By the end of the cruise, they were secretly engaged. In 1930, Lady B-P was elected World Chief Guide and throughout her life worked tirelessly at promoting Guiding all over the world.

### Agnes Baden-Powell (1858-1945)

Agnes, B-P's sister, wrote the first handbook for Girl Guides. She offered good advice to girls as well as information on many subjects including camping. Agnes also set up a Girl Guide Headquarters in London, England.

## Thank you!

By choosing to become a Member of GGC, you will gain big rewards by helping girls achieve greatness. Your work with girl Members will help them develop the skills and confidence to achieve extraordinary things.

We appreciate all that you will give, and hope you will find being a Member of GGC a very rewarding experience.

**Girl Guides of Canada-Guides du Canada**

[www.girlguides.ca](http://www.girlguides.ca)