

Guidelines for GGC Participants at International Camps, Seminars or Workshops

1. Prior to the event

National Office

- Provides background information about the event or visit; about WAGGGS and its key messages and position statements.
- Provides information how travel expenses and other costs are met.
- Forwards any relevant background information provided by past participants
- Gives clear objectives to the participant(s) on what GGC hopes to achieve as a result of the event
- Ensures that the participant(s) actively participates in the event when possible and where appropriate (e.g. giving a presentation)
- Provides relevant workshop content and materials as well as PR materials
- Provides position statements and key messages on relevant issues
- If possible, connects participant(s) with past participants to that event and/or people who have travelled in that country.

The participant

- Should be familiar with WAGGGS' key messages and its position statements.
- Should be familiar with the Mission and strategic priorities of WAGGGS and GGC as well as their relevant activities (challenges, programs, etc...)

2. During the event

The participant

- Seeks opportunities to raise GGC profile and its strategic priorities
- Seeks opportunities to support WAGGGS profile and its key messages.
- Networks with appropriate individuals and sends contacts details to GGC
- Represents GGC, not personal views, or those of her province or area
- Should be prepared for controversial questions, avoid political discussions and/ or promises of support from GGC
- Replies briefly and objectively, state facts, not opinions
- Should ensure she obtains copies of media coverage and that it is recorded and reported to the National Office
- Collect contact details for potential follow-up.

Uniform

- GGC Members are expected to wear GGC uniform, as appropriate, or other official GGC clothing (such as the red International polo shirt or the 'word' t-shirt). (It is suggested to borrow extra uniform pieces from others before leaving so as to have a clean one to wear each day).
- The International scarf should be worn with the uniform and the International shirt.

3. After the event

Reports

- Report writing should be planned as part of the event process
- Reports should be submitted within one month of the event
- Information should be expressed as clearly and concisely as possible. Reference can be made to where more detailed information is available if necessary
- Actions/issues for attention should be 'targeted' i.e. labelled for the attention of a specific target group such as the Chief, National staff, or a Committee
- Funding/donors should always be acknowledged and included in the distribution.

Other Follow Up

- The Girl Programs Department undertakes follow-up with the participant on projects and information from the event. Generally, but not exclusively, this will take the form of presentations and/or service projects to share and use the knowledge and experience gained.
- The participant is responsible for ensuring that letters of thanks are sent and information on projects, contacts, etc. are forwarded to the Girl Programs Department at the National Office, 50 Merton Street, Toronto, ON M4S 1A3

Outline for report structure

Seminar, Events and External Visit Report

Target Group:	WAGGGS Seminar or Workshop Participants
For information:	Girl Programs Department, International Commissioner, and National International Adviser
Aim:	To inform about results and outcome of the seminar or event as well as future actions and suggestions
Headings:	Aim, objectives Achievement and specific outcome Future challenges and concerns referred to the topic of the event Recommendations clearly addressed to (National, Provincial...) Details for useful contacts
Attachments:	Outline of the programme (Recommended) List of participants (Optional) Outline of sessions and/or activities (Optional)