

## Summary of process

1. Let your girls know about the event and complete the online booking form with estimated numbers before the closing date.
2. Complete and return the attendees information form and pay for the event by the information return date.
3. Receive final event information to distribute to all attendees.

### 1a: Let your girls know about the event

Details of county events are given in the e-news and a flyer is provided for your use. This includes some information about the event, states that any payment is non-refundable and gives a return date at least one week before online bookings close. As county events are large scale events the flyer asks parents to confirm whether or not photos are permitted. This information over-rides that on Go for the event.

The unit leader is responsible for obtaining parental permission for young members to attend the event, and you may prefer to issue the Girlguiding Information and Consent form with the flyer and confirm the final details later. If coach travel is being provided, state clearly that the times do not include travel and that coach pick up and drop off times will be confirmed nearer to the event through your unit's usual communication channels. Alternatively, you could wait until the final information is distributed before issuing the formal consent form. Whenever you choose to issue the consent form, please ensure that the large-scale event box is ticked.

### 1b: Complete the online booking form

The online booking form can be found on the county website. You can complete this form at any time until the closing date, but it is best to do so early with an estimate of the numbers likely to attend. This allows the organisers to start purchasing resources, reserve coaches and, if necessary, close bookings if the maximum number is reached.

The online booking form pre-populates a spreadsheet so please follow the online instructions. The most common error is typing numbers as words i.e. typing six instead of 6.

The unit contact will be sent an email acknowledgement and an attendees information form for completion and return. The return date for this form is usually seven days after bookings close.

Please note – all deadline dates are strictly adhered to and no late bookings will be accepted. If the deadline for payment and/or the return of this form is delayed your booking will be cancelled.

## **2a: Complete and return the attendees information form**

This form confirms the details of those attending. If several units wish to be kept together, or ratios are being covered by units joining together, please complete a single form with details of all the units and leaders involved.

Please ensure you complete the form digitally and return it as a word document by email. PDF, scanned copies, photos and handwritten forms will not be accepted. If you need help with the document, please email the events team for assistance. The form must be returned on time and payment made or your booking will be cancelled.

Once the information return date has passed, no changes can be made. This includes substitutions.

### **Information required for adults:**

For adults we need to know their name, membership number, DBS certificate number and expiry date. The DBS expiry date is not on the certificate but can be found if you log into Go and select >my units >volunteer roles and click on the dropdown arrow next to the individual. Select >view full details and scroll down to view disclosures. Adults must also have in-date A Safe Space training at the level applicable to their role.

If you are meeting your ratio with help from a family member or carer of a young member it is your responsibility to ensure the Girlguiding safeguarding requirements are met. Each helper must be provided with a copy of the Unit Safeguarding Guidelines.

Family members who help in the unit more than twice a term and carers who attend regularly should already be registered on Go and have completed the appropriate recruitment and vetting procedure.

There is a blank space on the form for you to record any additional help required from the organising team to support the adults attending the event. Examples include, but are not limited to, such factors as mobility issues, the ability to get on and off a standard coach, severe allergies, storage for medication, etc.

### **Information required for young members:**

For all young members, including Young Leaders, Brownie helpers and Rainbow helpers, we need to know their name, details of any health or dietary requirements and whether the parents have given photo permission. Remember, as County events are large scale events, parents must inform you if photos CANNOT be taken. The option of “unit only photos” is not available for large scale events.

Please remember that Young Leaders, Brownie helpers and Rainbow helpers attend events in their volunteering role and not as participants unless supporting a member requiring 1 to 1 support.

## **2b: Make a payment**

Full payment details are given on the attendees information form. If you can pay online, BACS payments are preferred. To assist the County Treasurer, please ensure you include your unit name and the event code as your reference. If you are paying by cheque, be aware that cheques will not be paid in until after the final information date has passed.

Full payment must be received by the final information date or your booking will be cancelled.

## **3: Information is distributed to participating units**

The nominated contact for each unit will receive an email giving final information about the event, including details of coaches where appropriate, and the risk assessment. Every effort is made to issue this as soon as possible. The travel details and any other information, such as guidance on what to wear or what to bring, should be communicated to parents either by the issue of the Girlguiding Information and Consent form or, if already issued, through your unit's normal communication channel. Please also ensure all leaders are provided with this information.