



## GRAPEVINE SUMMER 2020 2<sup>nd</sup> Edition

# COUNTY NEWS

### COUNTY COMMISSIONER CORNER

Welcome to the second summer edition of Grapevine where you will learn a little bit more about the County President and new County Secretary in “Meet the Team”. You will find details about our new Facebook platform where we can securely share information & ideas and an update from Vogrie.

Also, is your unit a registered charity? If so, please remember that your OSCR return is due by end of September.

Do you claim Gift Aid? If not, please see the ‘how to’ guide included in this newsletter.

Please send any articles for the next edition to [communications@girlguidingmidlothian.org.uk](mailto:communications@girlguidingmidlothian.org.uk)  
The deadline for articles is 31st August 2020.

Like you, I am waiting to see what the next steps will be for us from the government & Girlguiding and will pass on any information as soon as possible. I hope you all have a wonderful summer break and look forward to seeing you soon,  
*Stacey*

### COUNTY ROLES

#### APPOINTMENTS

##### Central Division Commissioner

Julie Smith has taken over from Mary Sturrock & Linda Laidlaw.

Please join me in congratulating Julie on her new role.

#### VACANCIES

We have volunteer roles available for anyone who is ready for a new experience:

- District Commissioner - Loanhead
- Leadership Qualification co-ordinator

To note your interest in or recommend somebody for these roles, please contact Stacey at [midlothiancc@hotmail.co.uk](mailto:midlothiancc@hotmail.co.uk)

Role profiles can be found in this edition of Grapevine and on our Facebook page.

### CONNECTING THE COUNTY

#### GRAPEVINE

PLEASE make sure that everyone receives our County newsletter - ask your unit team and if anybody needs to be added to the mailing list, please send your details to [grapevine@sportsdaft.co.uk](mailto:grapevine@sportsdaft.co.uk)

#### FACEBOOK

- [GG Midlothian](#): a new closed group for adult members/YLs only where we can share county news, information and ideas on a secure platform
- [Girlguiding Midlothian](#): open page that will be used as a PR platform and shared with our community
- [Girlguiding Midlothian Guiders](#) and [Grapevine Online](#): no longer in use and pages will be closed

Please sign up to our social media platforms and invite your Guiding friends - this is a great way to share information and stay connected.



## COUNTY PRESIDENT MARGARET MACGREGOR

**What is your favourite film?**

Sound of Music

**Which would you rather do: wash dishes, mow the lawn, clean the bathroom, or vacuum the house and why?**

Mow the lawn - I like be out in the garden

**If you could choose to do anything for a day, what would it be and why?**

At this present time, I would love to spend it with my husband and our four grandchildren on a picnic adventure.

**What quote do you live your life by?**

Speak to others as I would hope to be spoken to, with respect

**What is your day job?**

Government artist, I draw the pension

**What book are you reading/box set are you watching?**

Victoria Hislop "The Return"



## COUNTY SECRETARY CLAIRE SANDERSON

**What is your favourite film?**

I am a bit of a film buff so today my favourite film is The Lion King but ask me tomorrow and it will have changed.

**Which would you rather do: wash dishes, mow the lawn, clean the bathroom, or vacuum the house and why?**

Mow the lawn as I enjoy being outdoors

**If you could choose to do anything for a day, what would it be and why?**

I would love to go to the Oscars and walk the red carpet - maybe have a chat with Tom Hanks

**What quote do you live your life by?**

What is for you won't go past you

**What is your day job?**

I work at State Street Bank in the client communications team

**What book are you reading/box set are you watching?**

I am re-watching Desperate Housewives for all of the Wisteria Lane gossip and drama

**What is/would be your karaoke song?**

Strong enough by Cher (or any other power ballad)



## PENICUIK RANGER SUPPORTS HER LOCAL COMMUNITY

As lock-down became a reality and businesses were forced to close, Eva answered the call from the Penicuik Storehouse for volunteers.

The busy store needed extra help to cope with all the duties of a busy shop. Eva managed to slot into the workforce and adapt to whatever was needed.

She is a member of the 1<sup>st</sup> Penicuik Ranger Unit and joins with the many other Rangers, Guides and Leaders who have volunteered for various tasks throughout the pandemic.



## UK UNITS IN NEED GRANT

A unit in need is one that is either based in a deprived area, experiencing financial difficulty or has been affected by a natural disaster.

Your unit can receive up to £250 (each application is considered on an individual basis).

The grant can be used to cover small items of equipment, unit resources, transport for members on a trip, uniform for young members or cost of a trip/camp/holiday.

For more information, visit the GG website:  
<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/finance-insurance-and-property/grants-and-funding/uk-units-in-need-grant/>

## COVID-19 UPDATE: FACE-TO-FACE GUIDING (from Girlguiding UK)

As government lockdown measures change and ease in different areas of the UK, we've been reassessing the restrictions we also have in place. We want to give you time to make an informed decision about what's right for you and your unit but you don't have to do anything yet. We know that many of you have been asking about meeting your girls outside, so we want to be transparent even if all the detail isn't final yet. Senior volunteers and staff have now agreed a framework that will help us decide when we can return to face-to-face guiding - indoors or outdoors.

We're finalising the resources you'll need and the local process that we'll ask you to go through to get face to face guiding up and running again - more information to follow.

## COVID-19 FAQs

**How long are unit meetings going to be suspended?**  
We are following the government's advice around non-essential contact and travel and will review this on an ongoing basis.

**My girls were working on the youth programme transition route to the Gold award; will the timeframe for this be extended beyond summer due to isolation-related delays?**

The Gold transition route deadline for all sections has been extended to the end of the Autumn term - 18 December 2020. This extension will help provide flexibility for any girls who are currently working on their section Gold transition award.

**What should I do if girls are due to transition to the next section?**

If you have a girl in your unit who is due to transition to the next section and she feels confident to do so, has met her leader and the girls from the next section, then it might be possible to transition her by arranging a digital welcome/meeting with her new unit. However, in situations where girls need more support around transition between sections, do not know the leader of the new section, or in general have raised concerns about transitioning during virus related social isolation, then leaders can postpone the official move date for the time being until there is more clarity around timescales of the social isolation period.

Keep up to date with the latest guidance from GG here:  
<https://www.girlguiding.org.uk/making-guiding-happen/coronavirus-keeping-safe/>

## WHAT CAN YOU DO IN 20MINUTES?

For all volunteers including occasional helpers, GO coordinators, home contacts, peer educators and young leaders.....

What can you do in 20minutes?

- Wrap a gift?
- Have a cuppa?
- Do an abs workout?
- Watch an episode of Friends?
- [Safe Space Level 1 e-learning](#)

Safety is at the heart of everything we do because we know that when girls feel safe, they feel brave enough to do things they never thought they could.

'A Safe Space' training will help you:

- Understand your role in safeguarding and what to do
- Recognise potential safeguarding issues
- Understand the safety and safeguarding policies

All training must be completed by December 2020 to ensure compliance with our Safeguarding policy however the County team would appreciate it if you could complete your training as soon as possible. Let's get this ticked off the to-do list so that we can all enjoy our summer break.

If you have any concerns or issues with completing your training, please speak to your local commissioner directly.

## PROCEDURE FOR REGISTERING FOR GIFT AID

The HMRC procedure requires completion of an application form that is quite detailed, and in order to assist units in this process, a procedure specific to Girlguiding has been developed.

Once you have successfully applied for Charity Registration with OSCR you should now do the following in order to register for Gift Aid:

- Visit [www.girlguiding.org.uk](http://www.girlguiding.org.uk)
- Select 'Get Involved' -> 'Fundraise for Us' -> 'Fundraising Toolkit' -> 'Gift Aid' -> 'Complete the relevant Gift Aid Certificate'
- Click on 'Gift Aid Certificate (Scotland)
- Complete the form as shown (leaving the Authorised signatory information at the foot of the certificate blank)
- E Mail the completed certificate to '[giftaid@girlguiding.org.uk](mailto:giftaid@girlguiding.org.uk)', or send it by post to:  
Girlguiding Sales & Information Team, Atlantic Street, Broadheath, Altricham, Cheshire, WA14 5EQ

Girlguiding will enter your details onto the Gift Aid Registration Application form along with agreed statements and send this form and the signed certificate referred to above, back to you. When you receive this you should then:

- Sign and date the application form
- Attach the Gift Aid certificate
- Attach a copy of a recent unit bank statement
- Attach a copy of your latest unit accounts
- Send the above to: HMRC Charities, St John's House, Merton Road, Liverpool L75 1BB

# GOING AWAY WITH.....

## VOGRIE

The Vogrie committee continue to follow guidance and directive from the government in relation to offering residential opportunities at our wonderful Brownie House and campsite.

At this time, the Brownie House and Campsite is and will remain closed. There will be no residential events this season and the Vogrie booking secretary will contact units individually to rearrange any existing bookings.

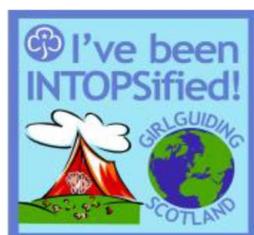
Judy (Chairperson), Liz (Deputy Chair) and the rest of the committee hope to be able to welcome you and your unit to Vogrie in 2021.

Pictures of the recent decorating work that has taken place inside the house.....



## VIRTUAL INTOPS 2020

The Girlguiding Scotland INTOPS event is due to take place at the end of August and in preparation for this the County International Adviser, Claire Manson will be hosting virtual INTOPS sessions for all young members who will be aged 14-18years on 30/06/2021 (details have been sent to unit leaders).



The Leadership Qualification (LQ) coordinator plays a valuable part in making sure leaders in training and mentors feel supported.

### WHO CAN DO THIS ROLE?

LQ Coordinators are adults over 18 years old and are members of Girlguiding. You do not need a specific qualification however experience of the Leadership qualification is desirable.

### LENGTH OF TIME IN ROLE

3 years + 2 years optional extension (to be agreed with the County Commissioner).

### WHAT WILL I DO IN THE ROLE?

The LQ coordinator is a member of the County Guiding Development team and County Executive Committee.

Responsibilities include:

- Oversee the mentoring of leaders in training in the county by matching each leader in training with a mentor to help them progress through their LQ.
- Liaise with mentors to ensure they are providing good quality mentoring and are up to date with Girlguiding's requirements.
  - Act as a mediator if a mentor or leader in training has trouble with the other party.
- Review completed LQ workbooks once the mentor has signed them off, offering feedback to the mentor and return the LQ workbook to the newly qualified leader.
  - Keep records and submit names of those completed for the County Annual Report.
- Ensure mentors are adequately trained and informed of changes to the LQ programme.
- Ensure GO records of mentors and leaders in training are accurate and updated as required throughout the process.

### PERSONAL QUALITIES

- An open and approachable manner.
  - Reliable and trustworthy.
  - Creative and enthusiastic.
- A commitment to ongoing personal development.
- Enjoyment of meeting new people and having fun!

### SKILLS AND ABILITIES

While these skills are not essential when starting, they should be developed as part of the role:

- Excellent communication skills.
- Ability to motivate and inspire adult volunteers.
  - Ability to work as part of a team.

### HOW TO APPLY

Please send a note of interest to Stacey by 31<sup>st</sup> July

Could you lead, motivate, and inspire a group of dedicated volunteers, making a real difference to guiding in in your local area?

### WHO CAN DO THIS ROLE?

Commissioners are women over 18 years old and are members of Girlguiding. You do not need a specific qualification to become a Commissioner but training will be given as part of this role.

### LENGTH OF TIME IN ROLE

3 years + 2 years optional extension (to be agreed with the County Commissioner).

### WHAT WILL I DO IN THE ROLE?

The responsibilities listed below will be shared among the County, Division and District teams. As a Commissioner you may delegate parts of the role to other volunteers, working together to make the most of the skills and time you are able to give:

#### LEADERSHIP AND TEAM MANAGEMENT

- Lead and support a dedicated team of volunteers to ensure high quality guiding is happening in your area, focusing on providing more opportunities for girls to get the most out of guiding.
- Ensure local guiding business is conducted efficiently and effectively via team meetings; establish appropriate methods of communication and build effective relationships throughout the team.
- Recognise the commitment of all adults within the area, giving informal thanks and, where appropriate, nominating individuals for awards.
- Help members to identify and fulfil training needs.
- Recognise when support is needed by members of the team and respond appropriately.
- Manage enquiries, complaints and disputes in a timely fashion

#### ADMINISTRATION

- Ensure that all administrative resources for the area run effectively and online databases are kept up to date.
- Ensure ongoing good practice in all health and safety matters and legal compliance, as outlined in The Guiding Manual, including approving REN (Residential Event Notification) forms.
- Ensure financial matters are monitored and policies adhered to.

#### MEMBERSHIP GROWTH

- Understand membership needs, be aware of change and look at local demographics and external developments.
- Lead on strategies for recruiting more girls and volunteers for your area, delegating actions to the team.
- With support from the local team, welcome and induct new volunteers to the area.
- Support work around girls transitioning between sections and transferring within the area, if required.
- Promote inclusion and provide support to units in your area to include all girls and adult volunteers

## BEING PART OF YOUR LOCAL GUIDING AREA

- Promote opportunities for training, activities and fundraising.
- Maintain good communications with other Commissioners in your area.
- Keep up to date with new resources and programme initiatives and use them as appropriate.
- At District level, visit units in your area to promote high quality guiding and to build successful working relationships.

## BEING PART OF GIRLGUIDING

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

Other District specific responsibilities may be required and will be discussed/agreed with the current District Commissioner and County Commissioner.

## PERSONAL QUALITIES

A Commissioner is one of the key roles that support volunteers to help girls and young women to experience how great Girlguiding can be. While we can offer you training and support, we would expect you to possess the personal qualities outlined below:

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- A commitment to ongoing personal development.
- Enjoyment of meeting new people and having fun!

## SKILLS AND ABILITIES

While these skills are not essential when starting, they should be developed as part of the role:

- Excellent communication skills.
- Ability to manage time and prioritise tasks.
- Good decision-making skills.
- Ability to motivate and inspire adult volunteers.
- Computer literate and comfortable with using databases and email.
- High level of organisation, and ability to work on your own initiative.
- Ability to work as part of a team.
- Ability to manage a team effectively.
- Ability to deal with difficult situations

## HOW TO APPLY

Please send a note of interest to Stacey by 31<sup>st</sup> July 2020