

CREATE 2 DONATE

A special community activity organised by Girl Guides Victoria to celebrate "International Day of the Girl"

International Day of the Girl aims to raise awareness about all issues concerning gender inequality around the world.



Information for Region Managers, District Managers and Unit Leaders

When?	Saturday 11 October 2014
Where?	Throughout Victoria
Who?	All members, girls and adults, Trefoil Guild, parents, friends and the community
What time?	To suit the local groups
Activity:	This will be an activity day, coordinated at District level, focusing on creating something edible using guide biscuits and then making a donation to a community organisation. The donation may be the edible creation or it could be something different.
Guide Biscuits:	GGV will donate 1,000 packets of biscuits to each Region, free of charge, to be used on this activity.
Recipient Organisation:	The local Guides will select the recipient organisation, preferably an organisation within their local community.
Donation:	The edible items made can be donated directly to the recipient organisations or they may be sold and the funds raised donated.



GIRL GUIDES
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VICTORIA

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ACTIONS FOR REGION MANAGERS

1. Outline the event and the details to District Managers or their Delegates. Where there is no District Manager ascertain if someone would be willing to take responsibility for the event within the District or area.
2. Establish a communication method with the DMs to ensure information can flow to them and from them to the RMs.
3. Establish which Districts / areas are participating. Establish how many biscuits they may wish to receive. Liaise with Joyce Price Centre regarding the logistics for the biscuits.
4. Ensure that location / venue details are entered into central Region Info Form (created by Joyce Price Centre).
5. Publicity – information to come from Joyce Price Centre regarding publicity.

ACTIONS FOR DISTRICT MANAGERS OR THEIR DELEGATES

1. Outline the event and the details to Units.
2. Establish which Units will participate and whether they want to participate as an individual Unit or a group of Units.
3. Maintain a list of participating Units, the venue of where they will be cooking and the recipient organisation(s) and submit this information to the Region Manager.
4. Ensure these Units / groups have a suitable venue for cooking.
5. Liaise with the RM regarding the number of packets of biscuits requested.
6. Ensure necessary Council permits are obtained.
7. Ensure Council regulations regarding food preparation are adhered to.
8. Liaise with the leaders re the recipient organisation(s), selection process and which ones eg do all Units wish to donate to the same organisation or different ones?

ACTIONS FOR UNIT LEADERS

1. Enthuse the girls in the Unit to take part.
2. Establish the venue for the cooking activity.
3. Work out what is going to be made.
4. Work out how many packets of Guide biscuits are wanted and liaise with the DM re this.
5. Work out what other ingredients are needed.
6. Liaise with the DM re the recipient organisation(s). Selection process?
7. Invite others to participate eg Trefoil Guild, parents

CREATE 2 DONATE FAQ

Timeline

When do I need to have all my plans in place?

You need to start planning now so that you can organise your biscuits and advertise your venue. All plans should be finalised by 1 September 2014.

Biscuits

How many biscuits are available?

1,000 packets of Girl Guide biscuits are available for each Region, free of charge.

What flavour are these biscuits?

75% of these are chocolate and 25% plain.

How do I order some of these biscuits?

Region Managers and District Managers will coordinate the allocation of the biscuits throughout their Region and District. So you need to talk to your District Manager first.

When are the biscuits available?

The biscuits will be available from Joyce Price Centre from May onwards.

How will I get these biscuits?

Region Managers will liaise with JPC staff regarding the collection of the biscuits and then they will work out how to distribute them throughout their Region.

Can I use other ingredients with the Guide biscuits?

Yes. You will need to purchase the other ingredients that you want to use. These ingredients will need to be listed on the packaging of your edible creations.

Does the Unit pay for these other ingredients?

Yes. Payment can come out of Unit funds. Or it is possible to use some of the money from August Action that the Unit retained.

On the day can we sell Guide biscuits?

Yes you can but these must be ones you have purchased and not the free of charge ones from Joyce Price Centre.

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Recipient Organisations

How do we select our recipient organisation?

Girls can research and then discuss and consider local organisations and select the one they would like to donate their items to.

Do we contact this organisation ourselves?

Yes. Once you have selected your recipient organisation you should contact them to let them know what you are doing and to establish how and when you can take your donated items to them.

Examples of possible recipient organisations include:

- YWCA Australian Domestic and Family Violence Clearing Houses
- VI RWC Victorian Immigration and Refugee Womens Coalition
- National Council Of Jewish Women Australia
- Equality Alliance
- Anglicare
- Salvation Army

Badges

Is there a special badge for this event?

Yes there is. It features the logo which was designed by a Guide youth member; Nadia Stojanov.

Who can receive the badge?

Girls and adults who participate on the day may receive the badge.

Where and when is it available?

It comes from the Guide Shop and will be available from September onwards.

Will this badge cost money?

Yes.

Administration

Do individuals need to register with Guide Centre to participate?

No they don't. Registration / participation will all be handled at unit or district level.

Will we need a permit from our local Council to do this activity?

Yes you might need a permit. You will need to check with your Council for any relevant legislation.

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Our Event & Publicity

Should we invite members of our local community to our event?

Yes absolutely! The more people who attend and participate the better the event will be. Think about inviting parents, friends, past Guiding members, Trefoil Guild members, people from your local community.

How will publicity be organised?

This will be centrally managed through Joyce Price Centre.

There will be a PR Pack that can also be used at a local level to promote your event.