



WE DISCOVER, WE GROW

**Girlguiding**

**Anglia**

## Protocol for Requesting Visits from the President, Chief Guide and Chief Executive

### Girlguiding President

To invite the President to an event, a request must be made by filling out the form titled 'Request for a Visit by the President'. This should then be forwarded to your County Commissioner and Chief Commissioner for approval and signature.

Once agreed by these parties, the Region Office will then forward the request to the Chief Guide's Office at Girlguiding.

### Girlguiding Chief Guide and Chief Executive

To invite the Chief Guide and Chief Executive to an event, a request can be made by invitation to the Executive Assistant to the Chief Guide and Chief Executive.

It is requested that the invitation contains as much information pertaining to the event as possible for example timings, venue, type of event, expected number of attendees, what ages/sections and that it clearly states what is expected of the invitee e.g. invited to speak, present awards, activities they may wish to take part in etc.

This can then be forwarded by email or by post to the Executive Assistant at Girlguiding. It is also requested that the Chief Commissioner and Region Office be notified of the request.

The Executive Assistant email address is [Josephine.Rossi@girlguiding.org.uk](mailto:Josephine.Rossi@girlguiding.org.uk)

Please also send a copy to Stephanie Crowe, Region Administrator:  
[stephaniec@girlguiding-anglia.org.uk](mailto:stephaniec@girlguiding-anglia.org.uk)

*August 2014*

President: Mrs Carol Roberts  
Chief Commissioner: Mrs Mary Putt  
Region Manager: Mrs Charlotte Hornby

Girlguiding Anglia is an operating name of The Guide Association Anglia Region. Registered Charity No. 278508.  
Counties: Bedfordshire, Buckinghamshire, Cambridgeshire East and West, Essex North East, South East and West, Hertfordshire, Lincolnshire South, Norfolk, Oxfordshire and Suffolk.

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