

# Starting a new unit



Girlguiding  
Anglia



A supporting resource for unit leaders and commissioners opening a new unit.



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# New unit checklist

Use this page to check you have everything you need to open a new unit!

**Name:**

**Date:**

- Venue confirmed
- Leader in charge confirmed
- Buddy unit identified
- Volunteer team
- Unit registered on GO
- Bank account
- Volunteer digital learning completed
- Unit budget
- Apply for funding
- Girls recruited
- Unit risk assessments
- Volunteer planning meeting
- Order resources
- Taster session delivered if applicable
- Advise parents of first meeting
- Unit open

# Introduction

We know the benefits Girlguiding has on the lives of girls and young women.

Following an externally funded growth project, we've created this resource to share learning from the project and highlight all the resources available to existing and new members looking to start a new unit.

Starting a new unit is an exciting challenge and a great way to get more girls involved in guiding. Once you've established the need for a new unit, there are lots of practical things to think about before (and after) you hold your first unit meeting. It doesn't need to be overwhelming though. Use the checklist and this resource to help you work through it all step by step.

And remember - you don't need to do everything yourself. Get your unit team to help you, talk to your commissioner about what they can do and see if there are other volunteers in your area who can help.

The most up to date information is available online so this guide is designed to be read electronically and contains links to external websites. If you prefer to use long links or are accessing a hard copy, the full links are referenced in the appendices.

For more advice, guidance or clarity on anything contained within this resource please contact the Girlguiding Anglia member support team at:

**Website:** [girlguiding-anglia.org.uk](http://girlguiding-anglia.org.uk)

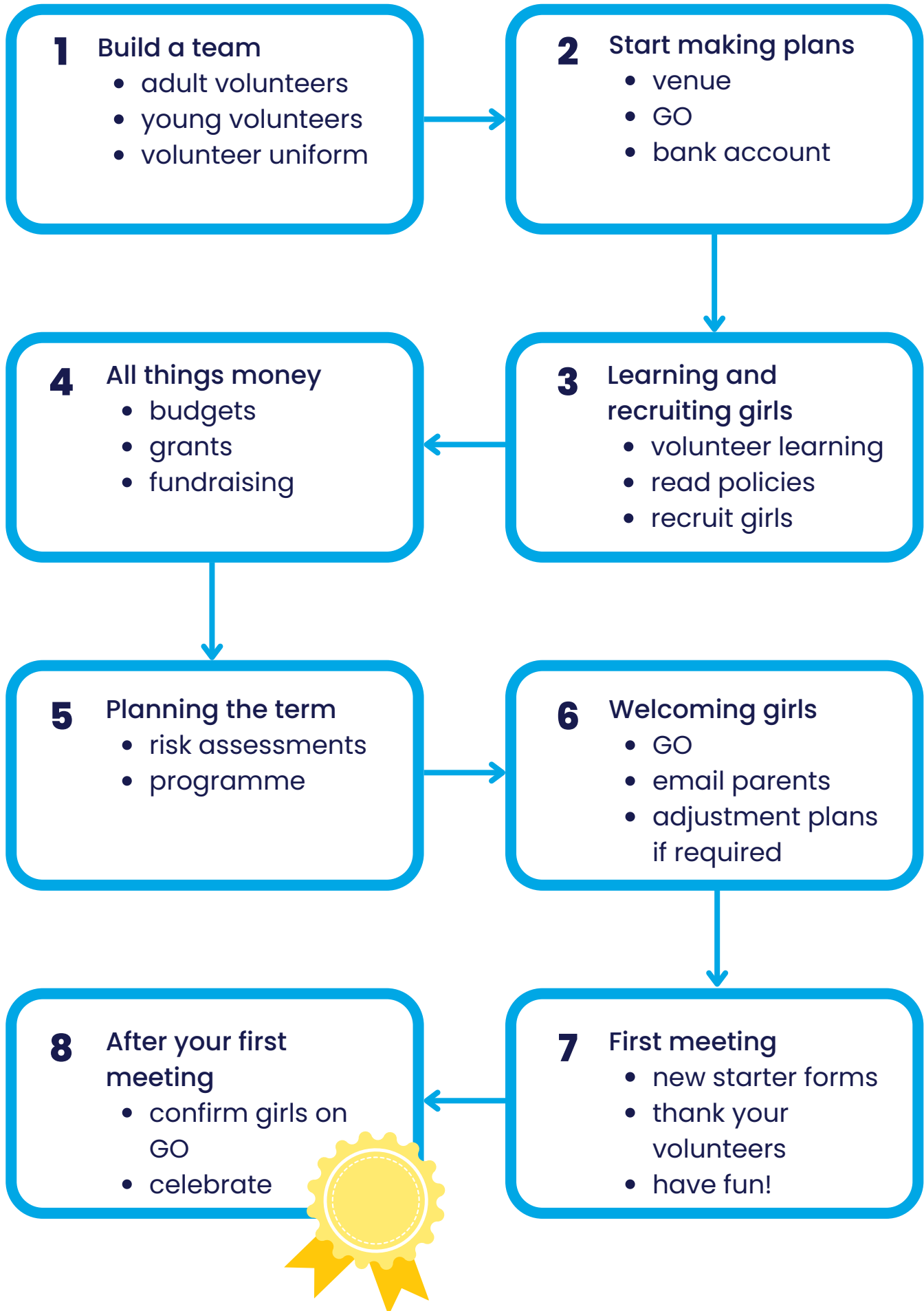
**Phone:** 01603 737357, option 1

**Email:** [hello@girlguiding-anglia.org.uk](mailto:hello@girlguiding-anglia.org.uk)



# The process

An in depth version is available [here](#)



# The unit leadership team

The [managing your team](#) section of the website is a great place to start when building your team. You can also read about:

- [Building and leading an effective team](#)
- [Recruiting volunteers](#)
- [Working with young volunteers](#)
- Managing planning meetings – especially [this page](#) if you want to hold planning meetings in private homes or gardens for young volunteers 16+
- If you are new to Girlguiding, at least 1 volunteer in the unit needs to [become a unit leader](#). The leader development programme can be completed in another unit to gain experience and make connections or complete in the new unit with support from your mentor and commissioner.

## Uniform

Having a [uniform](#) gives all our members a sense of belonging and pride in being part of our charity. We take a flexible approach to uniform so we can include all girls. Find out more on the Girlguiding website.

Remember our [new unit grant](#) covers some items of leader uniform and many counties offer a uniform grant for new volunteers so do investigate what is available in your area. Plan for the cost of new volunteer's uniform in your unit budget.

## Venues and insurance

The Girlguiding website has advice for new units choosing a [meeting place and time](#). When you visit a venue, take a copy of [this checklist](#) with you.

[Insurance](#) coverage for unit meetings (provided by Girlguiding) can be viewed from this page and the [public liability certificate](#) can be downloaded here. Some venues ask for a copy of this or our [safeguarding policy](#) in order to book with them.

The [new unit grant](#) can also help cover your rent for the first 6 meetings (up to £120). Once you have a venue, add the cost to your budget and new unit grant application form.

## The membership database

GO is our online membership system. You can keep records for members up-to-date, record their progress on the programme and it's where new enquiries will find your unit so make sure you keep your unit capacity and meeting location up to date.

You will need to follow local processes specific to your county to register your new unit on GO so speak to your local commissioner to get support with this task.

## Finance

Opening a bank account can take time so start this task early. The Girlguiding website has advice on

- Setting up a bank account including online banking
- Our finance policy.
- Unit accounts pack - a template and guidance designed to meet the requirements of charity record keeping
- Advice on budgeting for the unit
- Registering for gift aid

Most banks will ask for charity registration documents and charity number, or a letter that confirms your unit or level is a part of Girlguiding and has charitable status. Email [certcharitablestatus@girlguiding.org.uk](mailto:certcharitablestatus@girlguiding.org.uk) and Girlguiding can send you this once you have the unit registered on GO. You'll also need this to register for gift aid.

There is also a webinar for existing or new volunteers called introduction to managing unit accounts which can be found on the learning platform. Even if you don't want to attend a webinar, the handouts are available to anyone and are very helpful.

## Funding

There are a number of grants to give units, girls and volunteers a helping hand, support trips away, and ensure members with additional needs can fully participate in guiding. Read more on what's available and how to apply.

Units can apply for internal grants (New Unit Grant and Trefoil Guild grant) as well as external grant funding. You could approach local businesses to sponsor events or equipment to help you set up. Research community champions in your area to get started. Consider registering with easyfundraising to earn donations for online shopping.

## Risk assessments

Doing a risk assessment is an ongoing process. Your risk assessment needs to reflect the current needs of your unit and the meeting space or event. All the activities that you have planned for your unit meetings for a term can be included on one risk assessment. You may need to come back and update it throughout the term as needs change.

The [managing risk](#) page will tell you everything you need to know about risk assessments. The [health, safety and welfare procedure](#) has wider information about creating and maintaining a safe environment for guiding (step 2 is risk assessments).

## Programme planning

When young members meet regularly with their units to take part in activities, experiences and opportunities, we call this [our programme](#). You'll offer about 60% of your time on official Girlguiding programme badges and activities. The remaining 40% is spent on any adventures, events and activities that make your unit special and unique.

This page has some great top tips for [planning and recording the programme for your unit](#) including planning your first term. [This page](#) has posters for your unit meeting space and an activity to introduce the programme to your new unit.

There are some great e-learnings on the learning platform for volunteers – the [unit programme planning](#) e-learning includes 7 practical steps to planning your term.

## Including all

Girlguiding's vision is an equal world where all girls can make a positive difference, be happy, safe and fulfil their potential. Being inclusive is a core value at Girlguiding. It's never too early to start thinking about how you can be a space for all girls and volunteers – when you look at potential venues for example. Now you've started a risk assessment, planned your term and know which girls you are welcoming, take a look at the website [here](#), in particular the section about adjustment plans.

## Doing Our Best standards

It can be tempting to measure our success as volunteers by the number of badges our young members have earned. It might take a couple of years for your unit to present the first Gold award but you'll be creating amazing experiences every week in the meantime.

The Doing Our Best standards help you celebrate great guiding in action. It covers everything from safety and finances through to how you share tasks as volunteers and how the girls help make decisions. Once you've met for a term or two, take a look at these to celebrate your achievements and plan for the future.

## Going Away With

Once your unit is established, you might like to think about your first trips away. For day events and some organised residential activities you can go for an adventure without additional training or qualifications.

To give your girls a unique experience and plan your own residential trip as a unit, 1 leader will need to hold or be working towards the Going Away With scheme. Start by speaking to your commissioner, buying a copy of the Going away with scheme record book and connecting with your local adviser or mentor.

## Further reading

[Our brand and how to use it](#)

[Recruiting new girls](#)

[Retaining current girls](#)

# Appendices

## The unit leadership team

### Managing your team

[girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/)

### Managing a team - building and leading an effective team

[girlguiding.org.uk/globalassets/docs-and-resources/managing-volunteers/managing\\_a\\_team.pdf](http://girlguiding.org.uk/globalassets/docs-and-resources/managing-volunteers/managing_a_team.pdf)

### Recruiting volunteers

[girlguiding.org.uk/information-for-volunteers/growing-our-membership/recruiting-volunteers/](http://girlguiding.org.uk/information-for-volunteers/growing-our-membership/recruiting-volunteers/)

### Working with young volunteers

[girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/working-with-young-volunteers/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/working-with-young-volunteers/)

### Holding planning meetings in private homes and gardens

[girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/holding-planning-meetings-in-private-homes-and-gardens/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/managing-your-team/holding-planning-meetings-in-private-homes-and-gardens/)

### Become a unit leader

[girlguiding.org.uk/information-for-volunteers/learning-and-development/becoming-a-gg-leader/become-a-unit-leader/](http://girlguiding.org.uk/information-for-volunteers/learning-and-development/becoming-a-gg-leader/become-a-unit-leader/)

## Uniform

### Uniform

[girlguiding.org.uk/information-for-volunteers/running-your-unit/uniform-and-clothing/inclusive-uniform/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/uniform-and-clothing/inclusive-uniform/)

### New unit grant

[girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants](http://girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants)

## The membership database

### How to use GO

[girlguiding.org.uk/information-for-volunteers/running-your-unit/membership-administration/how-to-use-go/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/membership-administration/how-to-use-go/)

### GO login page

[go.girlguiding.org.uk/signIn](http://go.girlguiding.org.uk/signIn)

# Appendices

## Venues and insurance

### Meeting places and times

[girlguiding.org.uk/information-for-volunteers/running-your-unit/starting-a-new-unit/meeting-places-and-times/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/starting-a-new-unit/meeting-places-and-times/)

### New venue checklist

[girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/risk-assessment-for-new-venue.pdf](http://girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/risk-assessment-for-new-venue.pdf)

### Insurance

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/insurance/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/insurance/)

### Public liability insurance

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/insurance/public-liability-insurance/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/insurance/public-liability-insurance/)

### Safeguarding policy

[girlguiding.org.uk/information-for-volunteers/policies/safeguarding-policy/](http://girlguiding.org.uk/information-for-volunteers/policies/safeguarding-policy/)

### New unit grant

[girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants](http://girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants)

## Risk assessments

### Managing risk

[girlguiding.org.uk/information-for-volunteers/running-your-unit/safeguarding-and-risk/managing-risk/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/safeguarding-and-risk/managing-risk/)

### Health, safety and welfare procedure

[girlguiding.org.uk/information-for-volunteers/policies/health-safety-and-welfare-policy/health-safety-and-welfare-procedure/](http://girlguiding.org.uk/information-for-volunteers/policies/health-safety-and-welfare-policy/health-safety-and-welfare-procedure/)

## Doing Our Best standards

### Doing Our Best standards

[girlguiding.org.uk/information-for-volunteers/programme-and-activities/doing-our-best-standards/](http://girlguiding.org.uk/information-for-volunteers/programme-and-activities/doing-our-best-standards/)

## Going Away With

### Trips away

[girlguiding.org.uk/information-for-volunteers/running-your-unit/events-and-going-away/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/events-and-going-away/)

### Going Away With scheme

[girlguiding.org.uk/information-for-volunteers/learning-and-development/leading-outdoor-adventures/going-away-with-scheme/](http://girlguiding.org.uk/information-for-volunteers/learning-and-development/leading-outdoor-adventures/going-away-with-scheme/)

# Appendices

## Finance

### Setting up a bank account

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/setting-up-a-unit-bank-account/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/setting-up-a-unit-bank-account/)

### Online banking

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/online-banking/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/online-banking/)

### Finance policy

[girlguiding.org.uk/information-for-volunteers/policies/finance-policy/](http://girlguiding.org.uk/information-for-volunteers/policies/finance-policy/)

### Keeping accounting records including unit accounts pack and guidance

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/keeping-accounting-records/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/keeping-accounting-records/)

### Budgeting for your unit

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/budgeting-for-your-unit/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/unit-finances/budgeting-for-your-unit/)

### Gift aid

[girlguiding.org.uk/get-involved/fundraise-for-us/fundraising-toolkit/gift-aid/](http://girlguiding.org.uk/get-involved/fundraise-for-us/fundraising-toolkit/gift-aid/)

### Introduction to managing unit accounts webinar

[learning.girlguiding.org.uk/course/view.php?id=658](http://learning.girlguiding.org.uk/course/view.php?id=658)

### Learning platform login page

[learning.girlguiding.org.uk/login/index.php](http://learning.girlguiding.org.uk/login/index.php)

## Funding

### Grants and funding

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/grants-and-funding/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/grants-and-funding/)

### New unit grant

[girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants](http://girlguiding-anglia.org.uk/grants-and-applications/starting-new-unit-grants)

### Trefoil guild new unit grant

[girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/grants-and-funding/trefoil-guild-new-unit-grant/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/finance-insurance-and-property/grants-and-funding/trefoil-guild-new-unit-grant/)

### Easyfundraising

[girlguiding-anglia.org.uk/about-us/our-partnerships/easyfundraising/](http://girlguiding-anglia.org.uk/about-us/our-partnerships/easyfundraising/)

# Appendices

## Programme planning

### Our programme

[girlguiding.org.uk/what-we-do/our-badges-and-activities/programme-for-every-girl/](http://girlguiding.org.uk/what-we-do/our-badges-and-activities/programme-for-every-girl/)

### Planning and recording the programme for your unit

[girlguiding.org.uk/information-for-volunteers/programme-and-activities/planning-and-recording-for-your-unit/](http://girlguiding.org.uk/information-for-volunteers/programme-and-activities/planning-and-recording-for-your-unit/)

### Girlguiding programme – posters and introduction activities

[girlguiding.org.uk/information-for-volunteers/programme-and-activities/the-girlguiding-programme/](http://girlguiding.org.uk/information-for-volunteers/programme-and-activities/the-girlguiding-programme/)

### Learning platform login page

[learning.girlguiding.org.uk/login/index.php](http://learning.girlguiding.org.uk/login/index.php)

### Unit programme planning e-learning

[learning.girlguiding.org.uk/course/view.php?id=372](http://learning.girlguiding.org.uk/course/view.php?id=372)

## Including all

### Adjustment plans

[girlguiding.org.uk/information-for-volunteers/running-your-unit/including-all/including-members-with-additional-needs/making-reasonable-adjustments/](http://girlguiding.org.uk/information-for-volunteers/running-your-unit/including-all/including-members-with-additional-needs/making-reasonable-adjustments/)

