



Resources for Recruitment: A Quick Guide January 2019

There are lots of resources available to help with recruiting and welcoming more girls and adult volunteers. This guide provides an overview of what's on offer.

For advice on how to use these items to reach out to girls and adults please see the Growing Guiding area of the Resources section on the [Girlguiding Scotland Website](#).

We recommend that you use this guide alongside the [Girlguiding Scotland recruitment lending resources leaflet](#), there are lots of other tools available in the Growing Guiding section of our website.

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1. How do I order recruitment resources?

If you want generic Girlguiding materials, you can order them by contacting your local Girlguiding Scotland shop:

Edinburgh Guide Shop

0131 225 3483

edinburghguideshop@girlguiding-scot.org.uk

Glasgow Guide Shop

0141 248 4200

glasgowguideshop@girlguiding-scot.org.uk

If you would like to personalise the resources available by adding details of guiding in your area, please visit the [Online Print Centre](#) in the members' area of the Girlguiding website. If you need assistance with registering for or using the Online Print Centre more information is available in the [Online Print Centre User Guide](#) in the members' area of the Girlguiding website.

2. How much do these resources cost?

Unless specified, the following resources are available for free with Girlguiding branding, although there may be a cost for postage. If you would prefer personalised items these can be designed through the [Online Print Centre](#).

We have included the codes for each item to make it easier for you to order these items through a Girlguiding Scotland shop.

3. Resources for recruiting girls

3.1 Section posters

These colourful and fun section posters come in packs of ten and are free with Girlguiding branding (as below).

6982 Rainbow posters

6983 Brownie posters

6984 Guide posters

6996 Rangers posters

6997 Multi Section posters



3.2 Section postcards

These handy section postcards match the section posters above. These are also free with Girlguiding branding. They are available in packs of 50.

6906 Rainbow postcards

6907 Brownie postcards

6908 Guide postcards

6911 Rangers postcards

6912 Multi Section postcards

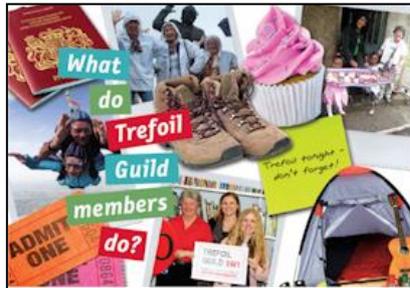


Don't forget that Girlguiding Scotland also has section banners available for members to borrow.

4. Resources for recruiting adults

4.1 Trefoil Guild

This matching Trefoil Guild poster and postcard are available for free with Girlguiding branding. The poster has space to enter details of your local Guild.



6881 Trefoil Guild poster

6880 Trefoil Guild postcard

4.2 Resources for recruiting student volunteers

These Be part of it! student postcards, leaflets and posters have been specially designed with student volunteers in mind. Postcards are available in packs of 50, while leaflets and posters come in packs of 10. As above, these are free with Girlguiding branding.

6955 Be part of it! student postcard

6957 Be part of it! student leaflet

6956 Be part of it! student poster

You may also wish to download the [Girlguiding student volunteering video](#).



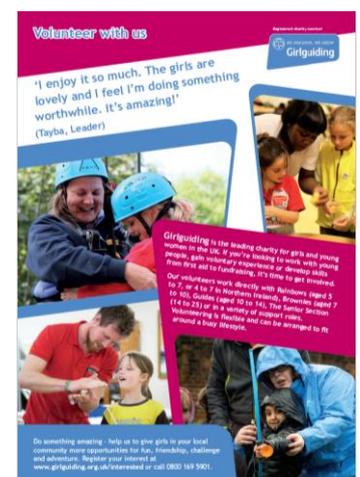
We also have two student volunteering banners which can be borrowed from Girlguiding Scotland.

4.3 Resources for recruiting adult volunteers

6979 Volunteer postcards

6958 Volunteer Be part of it! leaflets

6925 Volunteer Be part of it! posters



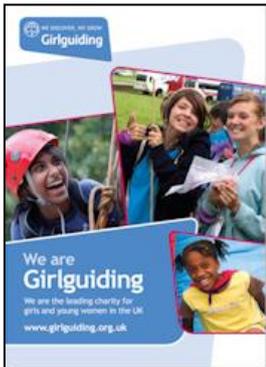
5. Other resources to help with recruitment

Shout out about Girlguiding is a pocket-sized leaflet summarising key messages to promote Girlguiding to external audiences, and gives you some hints on how you can relate these messages to the activities your girls do every week. Key messages tailored to Scotland [insert hyperlink when available] are available on Girlguiding Scotland's website. Both are useful for volunteers taking part in recruitment activities.

6980 Shout out about Girlguiding (supplied singly)



Please note, this leaflet is not intended to be distributed to parents or prospective volunteers.



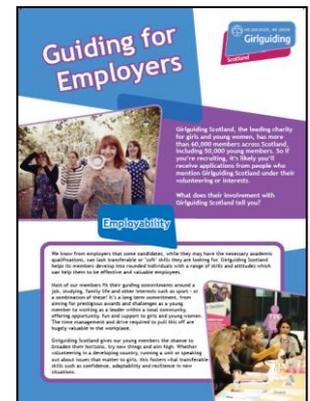
We are Girlguiding is an introductory leaflet about guiding and each of the guiding sections. You can give this to anyone who wants to know more about what we do. These leaflets are available for free and come in packs of ten.

6974 We are Girlguiding leaflet



If you are taking part in a careers event or volunteering fair you might want to take along some copies of *Guiding on your CV*. Download a copy from Girlguiding Scotland's website: [Guiding on your CV](#).

Our new *Guiding for Employers* leaflet will help promote the transferable skills that our members gain through leadership roles. Download a copy here: [Guiding for Employers](#).



6. Welcoming New Volunteers to Girlguiding

Are you planning to hold a welcome evening for prospective or new volunteers? The IA2G resources may be just what you need.

There are also lots of videos available to help promote guiding to different audiences - check out Girlguiding's YouTube channel: <https://www.youtube.com/user/girlguiding> and Girlguiding Scotland's YouTube channel: <https://www.youtube.com/channel/UC3j3q2V6u34gAbAM4JB71dQ>

Videos available include:

- [Flexible Guiding](#)
- [Know Your Place](#)
- [Exploring Girlguiding: Rainbows](#)
- [Exploring Girlguiding: Brownies](#)
- [Our journey, a video for adult members](#)
- [Join the fun of Girlguiding Scotland](#)
- [Girlguiding Induction Training Video](#)

Volunteer Roles poster and handout, this matching set gives an idea of the wide range of volunteering roles available. Use the to talk to new volunteers about what role would suit them best, or put it up in cafes and unit venues to encourage more people to get involved and the handout for people to take away.

6962 IA2G Volunteer Roles poster (available individually)

6963 IA2G Volunteer Roles handout (available individually)



Welcome guidelines booklet, this booklet gives top tips and useful suggestions on how to give new volunteers the warmest of welcomes. It can be used by commissioners and leaders, or anyone else who helps new volunteers settle in.

6964 IA2G Welcome guidelines booklet (available individually)

Commissioners induction checklist, this checklist can be used by commissioners, or other volunteers in a welcoming role, each time they support a new volunteer into guiding. It gives a quick and easy rundown of the information that you'll need to share and the steps the volunteer will need to take.

6960 IA2G Commissioner Induction checklist (available individually)

Opportunity	method	for	aim
Leadership qualification	Training booklet supported	Formerly aged 16, looking to become a unit assistant leader	Module based qualification which assesses leaders and assistant leaders in their sections, divisions, counties or the entire section unit. You need to be over 16 to start work on the qualification, although you can't hold the leadership qualification until you are 18
Being a leader section training	2 evening 20-30 min Face to face	Any member	To give an overview of the programme relevant to the chosen section and activity areas
1st Response	Face to face 20 min Face to face	Any member Behaviour required every three years to maintain the	To equip adults with the necessary skills and knowledge to manage 1st incidents and provide first aid
A safe space	2 evening 20-30 min Face to face (depending on units)	Any member Level 1 compulsory and/or for all members, Level 2 compulsory for leaders, Level 3 compulsory for leaders in charge	To introduce Girlguiding safeguarding policy and practice, so all members understand their own and their responsibilities in protecting the safety and wellbeing of our members - girls, young women and adults

Learning & development guide, this booklet gives an overview of the many different learning and development opportunities available to volunteers. Give it to new volunteers to get them inspired about the different ways they can grow and develop their skills through guiding.

6959 IA2G Learning & development guide (available individually)

Action plan, this template can be used by commissioners at their first meeting with a new volunteer to help them plan out the next steps they need to take during the joining process. From recruitment checks to taster visits to training, this will help the new volunteer to set targets, fix dates and get in touch with the right people.

6961 IA2G Action plan (available individually)

Goal	When do I need to do this?	Who can help?	What will I need?	Comments
EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE

If you would like to create your own PowerPoint presentations to guide new volunteers, get started with the template available on the [Girlguiding Website - templates](https://www.girlguiding.org.uk/for-leaders/learning-and-development/induction).