

FOR UNIT LEADERS - Detailed list of tasks to share

Many of the below tasks can be completed by someone in the role of either unit helper, unit occasional helper or unit residential helper. For unit-based roles, the choice you make will be determined by how often they are helping out and whether it involves residential activity. Other tasks are more specialist and would fall under the administrator or treasurer role. You can find out the requirements attached to different roles here:

https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/access-levels/unit_roles.pdf

Tasks included within the parent support appeal form (above)	What could you actually ask the parent to do?
Working directly with girls	
Help out at Rainbows (5-7 years)	These are more general categories within the template form to help identify any parents that might be interested in working with a different age group to the unit their daughter attends. If a parent chooses this option but doesn't fill out any of the below, have a chat to them about what they'd be interested in - you might have some potential leaders on your hands!
Help out at Brownies (7-10 years)	
Help out at Guides (10-14 years)	
Help out at Rangers (14-18 years)	Be sure to pass their details to your commissioner if they're interested in trying another section.
Helping run activities online	You could ask the parent to help manage the groups in breakout rooms for example or get them to lead icebreaker games while you get ready to run the next activity. This person will have Safe Space levels 1 & 2 and will be the 2 nd person for Safe Space regulations
Helping run activities outdoors	You could ask the parent to research activities that would work well outdoors, linking in with social media groups or other unit teams to gain ideas and keep things fresh. They'd then run them within the meeting.
Helping run activities in the meeting place	You could ask a parent to run a Unit Meeting Activity using one of the cards as a one off. Or you ask them to lead games or share a skill.
Helping on occasional weekend trips or outings	This is a great way to really showcase the benefits of guiding. Give parents defined tasks to support while joining the unit on a trip or outing so they feel like they're making a meaningful contribution rather than simply being an extra body.
First aid	This is another task that a parent could help with. They'd need the appropriate training of course but it could give you a lot more flexibility in the unit if you know you can call on some parent first aiders.

Taking photos	You could ask a parent helper to visit the unit meeting place or come along to an event or trip as photographer. This will make it easy to showcase the fun you've offered girls on social media, in your newsletters, etc. The same parent might also be involved in gathering photo consent or they might work with another parent who is taking on this task for you.
Helping with cooking activities	You might have a gifted baker or budding chef among your parent group. Use their skills to free up your time to focus on other activities.
Helping with craft activities	There are lots of options here. You could have someone scan the internet or books to find new activities or have someone generate shopping lists, cost out activities, etc as part of the planning process and/or deliver the activity directly to girls. A parent could also be asked to manage your craft cupboard or box and keep it topped up with essential supplies.
Helping at camp	There are loads of tasks associated with camp. Whether it is to do with setting up tents, collecting firewood, running activities, providing first aid, etc there really could be something for everyone.
Assisting with badge work	You might find that parents have jobs or skills that connect directly with our programme themes. You could ask them to talk to girls, lead a programme activity or help assess badge work.
Behind the scenes	
Ordering badges (can be done online or by telephone)	Ask a parent to liaise with leaders to make sure any badges needed are ordered in advance and that there's a bank of spares. As well as ordering badges, they could make sure they are stored neatly and that any certificates are ready for presentation.
Updating girl records to show badge work completed	A parent could be asked to take on admin roles to ensure GO is kept up to date. They'd take information supplied by the unit leader and update girls' records after completing the appropriate safe space training and other recruitment checks needed.
Help preparing letters and other admin	A parent could be asked to prepare letters about trips, the term's programme, etc. They could also be asked to collect in consent forms, etc and keep a log of who hasn't returned them.
Help with budgeting and account-keeping	If parents have financial expertise they could be asked to put those skills to use by budgeting for large events/ international trips or by maintaining the weekly accounts of the unit using the accounts package

Help with Gift Aid claims	Gift Aid can be a huge benefit to the unit so don't miss out simply because no one in the unit team has time to complete the claim. You may have parents who already have experience of claiming Gift Aid who could take this on for you.
Coordinating the parent helper rota	If someone has a flair for managing information, they could be tasked with coordinating a parent rota to make sure you always have enough support to run meetings and that that people are asked to support the meetings that best suit their skills and interests.
Help plan events or trips	Parents could be asked to suggest venues or activities based on experience or engaged in researching particular transport providers. They might have connections that could help you obtain a discount or access a special service.
Help transport equipment to events or camps	If parents are travelling to events or camps with their children anyway they may be happy to transport items for you.
Help set up/clear down after camp	Parents could be asked to arrive early or stay late to help spreading the load of setting up or clearing away camp
Help plan fundraising activities	You might have someone who fundraises as part of their work role within your parent group. They could take the lead in arranging fundraising activities such as bag packing.
Update our social media	You could ask a parent to be in charge of running a unit Facebook page or twitter account for example in line with our social media policies and procedures
Collecting shopping on behalf of the unit	You could ask a parent pick up and drop off any items needed to run the meeting. Make sure you explain the process for claiming expenses at the same time. This person could double as a party planner, working out exactly what's needed for unit celebrations, costing up items within a budget and then ordering/ collecting them in time for your event.
Carry out risk assessments	Getting a fresh perspective on a risk assessment can be really valuable as they may spot things you've missed. A parent could do an initial draft or they could look over one someone else has completed.