District Manager’s Calendar

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| --- | --- | --- |
| April | May | June |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 Support Group Meeting | 3 | 3 Support Group Meeting |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 Bunnings BBQ | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 District Meeting | 10 | 10 |
| 11 | 11 | 11 Region/Division Meeting |
| 12 | 12 | 12 |
| 13 | 13 | 13 |
| 14 | 14 | 14 |
| 15 | 15 | 15 |
| 16 | 16 | 16 |
| 17 | 17 | 17 |
| 18 | 18 | 18 |
| 19 BP Presentation at Guides | 19 | 19 |
| 20 | 20 | 20 District Camp |
| 21 | 21 Council Fun Day | 21 |
| 22 | 22 | 22 |
| 23 | 23 | 23 |
| 24 | 24 | 24 |
| 25 | 25 | 25 |
| 26 | 26 | 26 |
| 27 | 27 | 27 |
| 28 | 28 District Meeting | 28 |
| 29 | 29 | 29 |
| 30 | 30 | 30 |
|  | 31 |  |

Support Group Meetings

* Present report from the District – including Unit activities and news from Region/Division
* Check on progress with hall maintenance
* Remind about updating hall maintenance checklist
* Confirm that mowing roster is up and running
* Check that all is on track with budget

District Meetings

* Prepare agenda for meeting
* Chair meeting
* Present report including Support Group and Region/Division news/activities/requests
* Remind about State events coming up and cut off dates for registration
* Plan involvement at Council Fun Day – what activities can we do that will promote Guiding and encourage new members?
* Discuss membership data from website – are all units chasing up unpaid membership? Are all Leaders financial?
* Does anyone need to complete or update First Aid?
* Have Leaders booked into training? Discuss State events calendar and encourage Leaders to book into trainings
* Check on progress with NYQ Leaders and their Learning Partner
* Have Junior Leaders been registered with Guide House?
* Check Unit account books to ensure Leaders are following guidelines about money
* Prepare and distribute minutes of the meeting

BP Award Presentation at Guides

* Prepare and deliver a short presentation about the BP Award that will clarify the Award for parents.
* Chat with parents about the Support Group and how they can get involved
* Thank the Leaders for their time and effort with supporting the girls achieving their BP Award
* Help with cleaning up the hall after the party

Bunnings BBQ

* Provide the PR posters and leaflets with Unit meeting times shown
* Wear uniform and chat to all adults about Guiding when the opportunity presents itself
* Have a Region/Division directory handy to redirect enquiries to the closest District

Council Fun Day

* Provide the PR posters and leaflets with Unit meeting times shown
* Wear uniform and chat to all adults about Guiding when the opportunity presents itself
* Have a Region/Division directory handy to redirect enquiries to the closest District
* Help Leaders with activities

Region/Division Meeting

* Prepare and present a District report (following Region/Division guidelines)
* Participate in the meeting discussions and decision making
* Take notes to report back to the District

District Camp

* Take on whatever role you are comfortable with
* Have fun getting to know the girls and Leaders
* Sign the camp notification form and send to appropriate personnel eg Region Outdoors Activities Adviser – keep a copy for District records
* Check the Risk Assessment
* Sign the camp report form after camp and send to appropriate personnel eg Region Outdoors Activities Adviser – keep a copy for District records