



Creating a Resource for Girl Guiding in Australia

A resource is a set of activities on a topic or a document to meet a specific need developed for Guiding use in a Unit, Peer Group, District or Region. It can be produced for a variety of purposes: to celebrate an event, raise awareness, build skills, to provide a new challenge or adventure, or to help fundraise. Any resource developed must satisfy the commitment of Girl Guiding in Australia (GGiA) to foster a child safe and child friendly culture where children and young people are safe, respected and protected.

Things to consider before developing a resource

- What are you trying to achieve by producing it?
For example, are you hoping to teach members a skill? Provide learning activities about something of local interest? Fundraise for something specific?
- Who is your target audience? Are you writing for youth members, Olaves, or adults?
- Do you need state or national approval before you begin your resource?
- Is there a badge available in the Recognition System you could utilise or does WAGGGS have a resource already available?

It is important to answer these questions before you start writing. A clear aim from the start will help you decide if a resource is the best action and what activities may be suitable to meet the purpose of your resource.



Girl-Led Guiding

Guiding is girl-led which allows girls and young women to choose, plan, and undertake their activities and events. Guides and Olaves may work together in small groups with support from Leaders or their Peer Group, who encourage them to learn new skills and take on new challenges in a safe environment.

What to do when developing a resource



Make it fun and meaningful

A Guiding resource is first and foremost about sparking the curiosity and enthusiasm of Guides, Olaves and Leaders to look wide, grow and to enjoy.



Support the Relevant Guide Program

If you are creating a resource with activities, align these to the Australian Guide Program or Olave Program as relevant. This may link through to an existing national challenge, peak achievement award or the challenges in the Girl Recognition System.

Include the [WAGGGS Girl Guide/Girl Scout Educational Method](#):

- ✓ learning in small groups
- ✓ learning by doing
- ✓ my path, my way
- ✓ connecting with others
- ✓ connecting with my world

For the Australian Guide Program

When developing a resource if you are including challenges, seek girl input and make sure the resource provides Guides a choice in the activities they may complete.



Remember the AGP process throughout your project:

- Discover
- Decide
- Plan
- Do
- Evaluate

For the Olave Program

When developing a resource if you are including challenges, seek peer input and make sure the resource provides choice and flexibility in the activities Olaves may complete.

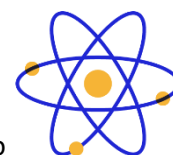
Consider the three aspects of the Olave Program (Community, Adventure and Self-development) and how you can link to other opportunities already available in Guiding. For example, international opportunities, virtual platforms to meet and local community partnerships.

Make activities appropriate for your target group and consider the following:

- ✓ The ability of the those completing the activities – make sure there is choice, adaptability, and challenge!
- ✓ The language and reading level needed, have clear instructions available to assist those undertaking the activities.
- ✓ Test activities with your target group before you finalise the challenges. This will allow instructions to be reviewed to make sure they are correct; your equipment list is correct and that any other instructions required are included.
- ✓ Include activities with plenty of flexibility, consider different participant numbers, equipment, and activities that are easy to adapt within a variety of environments and/or group needs.

The layout of your resource

A resource needs to be easy to understand and to follow. Your target group needs to clearly understand what is required to complete the activity challenges and where to find the activities, and extra resources.



Consider the following:

- Have a cover page that includes the name of your resource, who has written the resource and a picture of the badge if created
- Include a welcome, so those completing the activities know who designed it, where you are from and if you are using the resource for fundraising purposes
- Give an idea of how many challenges each age group should complete (e.g., 5–7-year-olds should complete 1 challenge from each section)
- Name the sections of the challenge; name each challenge; give a list of materials needed for the challenge and an approximate time required
- Give a list of external resources if applicable to support the completion of the challenge. Make sure the resources are acknowledged appropriately within the resource
- Create a check sheet to track who has completed challenges if this is an activity-based resource

- If required, create a badge order form.
- Include a section for permissions and acknowledgements for any external parties involved.

Risks and Ratios

When considering activities to include in the resource GGA and State Girl Guide Organisation guidelines must be complied with and reminders about ratios, appropriate forms and risk management requirements of relevant activities should be included.

Branding

- Any resource produced should be attractive for Guiding members. You may need to engage experienced personnel to format the resource for you
- As your resource will be representing Guiding you **MUST** seek permission for the use of the State or national logo or Trefoil. The use of the Trefoil may only be used in line with the [Style Guide](#). To use your State Girl Guide Organisation logo, you must speak with the relevant State Girl Guide Organisation, and you may be required to submit the resource and badge design for approval
- You should never use “GGA” or the “Girl Guides Australia” logo as this implies that a badge or resource has been created at a national level and is an official badge or resource
- The Girl Guides Australia Style Guide **MUST** be followed when creating your resource and if you are creating a badge. Use an appropriate font that is clear and legible for all to read
- If you would like your resource to be considered as a Girl Guides Australia (GGA) or State Girl Guide Organisation endorsed program or badge, you will need to work closely with the relevant State personnel. A project plan may be required.

Joint badges with Scouts



If you are producing a badge jointly with a local Scout group or area, you need to follow the rules of both organisations. Contact your State Girl Guide Organisation or Girl Guides Australia if you have questions.

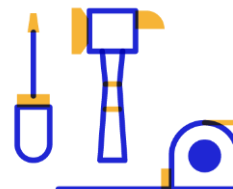
Badge design tips and tricks

If designing a badge to coincide with your resource, consider the following:

- ✓ Is there already a design created through the Girl Recognition System?
- ✓ Ask Guides or Olaves for their ideas and opinions
- ✓ Include the name of your challenge
- ✓ Leave off a date if not required as dates can be limiting and restricting
- ✓ Keep your design simple and avoid intricate details
- ✓ Limit the number of colours on the badge, less colour can reduce the cost of manufacture of the badge

Please note: Badges that are not part of the Recognition System are not to be worn on a sash or on a Guide uniform unless approval has been given by GGA. Requests should be submitted to guides@girlguides.org.au

What to consider when producing a resource



✔ Information must not be copied from other resources

This includes, but is not limited to, books, articles, websites, and other activity resources. Copyright infringement is a serious matter. Reproducing material from other sources (including GGA or State Girl Guide Organisation resources) without permission is against the law. If you wish to include activities in your pack from an existing resource, you must contact the owner of that resource for permission. If you wish to request permission to reproduce material from GGA publications, please contact admin@girlguides.org.au

✔ Resources are not to be shared across social media

This resource is for a specific purpose for those within your Unit, Peer Group, District or Region to enjoy. Resources should not be shared, and badges should not be sold through social media platforms. For advice on sharing with others contact your State Girl Guide Organisation for further advice.

✔ Try to not create a 'one size fits all' resource

This is especially important if you are creating a multi-age challenge resource. There should be enough variety on offer so that members across a wide age range will be able to find activities appropriate to their abilities. Remember to give plenty of choice of activities.

Any Questions?

If you have any questions, please contact your State Girl Guide Organisation before you start creating your resource or designing a special badge.

If you enjoy creating and producing resources and are looking for a greater challenge - consider volunteering in your State!