



GIRL GUIDES
AUSTRALIA

OLAVE

HANDBOOK



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WHAT IS THE OLAVE PROGRAM?

The Olave Program is a personal development program for members of Guiding in Australia aged 18–29. It focuses on the three aspects of community, adventure and self-development.

An Olave is a member of a State Girl Guide Organisation (SGGO) who has had her 18th birthday but has not yet had her 30th birthday, and who elects to participate in the Olave Program.

The Olave Program empowers young women to discover their potential as leaders of their world. It also provides a voice for the young women of Guiding.

Participating in the Olave Program provides great opportunities for challenge and adventure, getting involved in the community, meeting new people and developing new skills and abilities.

Peer Groups consist of Olaves who meet together on a regular (or semi-regular) basis. Peer Groups may be set up according to geographical areas (ie Regions or Districts), or to meet the needs of those with similar interests (for example, canoeing or advocacy).

Guide Lines for Girl Guides and Girl Guide Volunteers website provides more information on policies and procedures about the Olave Program and Girl Guides Australia.



OLAVE PROGRAM FRAMEWORK

The Olave Program has a focus on the three aspects of community, adventure and self-development.



COMMUNITY



ADVENTURE



SELF DEVELOPMENT

Olaves take opportunities to:

- Make a positive difference in their communities through volunteering, service and advocacy
- Challenge themselves through new experiences especially in the outdoors and internationally
- Develop skills and knowledge to enable them to grow as individuals.

The Olave Program is underpinned by the Girl Guide Promise and Guide Law and the innovations and traditions of Australian Guiding.

Olaves and Peer Groups should structure their programs around the Olave Program Framework. This will provide opportunities to participate in a wide variety of activities and to support the growth of individuals.

BEING PART OF GIRL GUIDING

GIRL GUIDING HISTORY

**‘Girl Guides have a unique distinction in that they founded themselves’
– Robert Baden-Powell.**

Girl Guiding has a rich history, starting with Lord Robert Baden-Powell and a historic camp at Brownsea Island. Following the success of his camp, the book ‘Scouting for Boys’ reached thousands of children who formed themselves into patrols and carried out activities.

Girls also formed patrols and a number of the girls attended the large rally at Crystal Palace in September 1909. These courageous girls voiced their desire to be involved in Scouting, and Lord Baden-Powell’s sister Agnes, and later his wife Olave, took charge of the new Girl Guiding movement.

From as early as 1909, girls in Australia were forming Girl Guiding groups and by 1920 Girl Guide Associations had been formed in six states. In 1926 the State Associations federated and formed a national organisation. Since that time, over a million Australian women have been or are still Girl Guides.

More information about Girl Guiding history can be found in the following books:

- *Window on My Heart* (O Baden-Powell)
– autobiography of Lady Baden-Powell
- *How the Girl Guides Won the War* (J Hampton)
– history of Guiding during the World Wars
- *From a Flicker to a Flame* (M Coleman; H Darling)
– history of Guiding in Australia
- *The First Girl Guide* (H Gardner) – biography of Agnes Baden-Powell

Information on the history of the Olave Program in Australia can be found on the GGA website.



Girl Guide Promise + Guide Law

The Girl Guide Promise and the Guide Law are the principles of Guiding for all youth and adult members in Australia.

WAGGGS

Girl Guides Australia is one of the founding members of the [World Association of Girl Guides and Girl Scouts \(WAGGGS\)](#)

WAGGGS is the largest voluntary organisation dedicated to girls and young women in the world today with 10 million members in 152 countries.

WAGGGS was formed in 1928 and provides a platform for discussion, debate and decision making about issues that affect girls and young women. WAGGGS has five regions, and Girl Guides Australia is within the [Asia-Pacific Region](#). For more information on WAGGGS visit their [website](#).



GIRL GUIDING TRADITIONS

There are many traditions and innovations within Guiding that underpin the Olave Program. Individuals, Units and Peer Groups may also have or create their own traditions.

Outdoors

Camping and the outdoors have been an integral part of Girl Guiding from the start. Girl Guiding also involves learning about and caring for the environment, as well as spending time appreciating the beauty of nature. Bushcraft skills, such as navigation, survival and observation, are an important part of Girl Guiding, as are rope skills and pioneering skills. An additional practical aspect of the outdoors is outdoor cooking.

Campfires

Campfires are a strong Girl Guiding tradition. A campfire is not only an opportunity to practice fire lighting and to roast marshmallows, but also to share fun through active and silly songs, as well as share reflection through quiet and meaningful songs. Skits, jokes, stories and yells also contribute to a successful and memorable campfire.

Gang Shows

Gang Shows are performing arts activities which go by different names, including Gang Show, Showtime and Revue, and involve Girl Guides and Scouts. The scripts are written, music composed, the cast produced, costumes created, and sets designed and built by members of the 'Gang'.



Trefoil Guilds

Any adult Member of Girl Guiding can join a Trefoil Guild, which are a group of women over 18 who are passionate about Girl Guiding and who support their local and State members through various means. Members of Trefoil Guilds have often stepped down from more active roles in Girl Guiding and want to continue to share the spirit of Girl Guiding and keep its traditions alive. Current Leaders and Olaves can also join a Guild. Trefoil Guilds have a wealth of knowledge, experience, various skills and history.

World Thinking Day

World Thinking Day is celebrated by Girl Guides and Girl Scouts all over the world every year on 22 February. That date was chosen because it is the birthday of both Lord and Lady Baden-Powell. It is a day to think about our Guiding sisters in all the countries of the world, the meaning of Guiding, and its global impact.

Girl Guides around the world fundraise for the World Thinking Day Fund, which supports the growth of Girl Guiding and Girl Scouting in other countries. In addition, every year, WAGGGS shares a World Thinking Day theme. Jump on the WAGGGS website to find out about the current year's theme. There are often toolkits with activities that Olaves and Peer Groups could get involved in. Check out the [World Thinking Day website](#).



OLAVE PROGRAM + GIRL GUIDE POLICIES

All Olave members must comply with all GGA policies and procedures and those of their State Girl Guide Organisation (SGGO). Some of these are included below:

CODE OF CONDUCT + POLICIES

Olaves must adhere to the [Girl Guides Australia Code of Conduct](#), which sets the standards of behaviour expected of all adults participating in Guiding in Australia. It is designed to ensure that all Adult Members, Volunteers and Employees of Girl Guides Australia and State Girl Guide Organisations are aware of their obligations and responsibilities. All Olave members must comply with all GGA policies and procedures and those of their State Girl Guide Organisation.

Child Safe Child Friendly

Girl Guides Australia has as a strategic foundation to be a Child Safe Child Friendly community. All Olaves must adhere to the Girl Guides Australia Child Safe Child Friendly Policy and Procedures and comply with the relevant state legislation and State Girl Guide Organisation policies.

Uniform

Olaves wear the adult uniform, with an optional Olave Program bar on the badge tab.

GIRL GUIDES AUSTRALIA STRUCTURE AND GOVERNANCE

There are many opportunities for Olaves to take on roles at a state, region and national level within Girl Guiding, and an understanding of the structure and procedures of the national organisation is very useful for all Olaves.

Girl Guides Australia (GGA)

GGA is a company limited by guarantee, whose members are the six State Girl Guide Organisations. Each SGGO is an individual legal entity. Olaves are members of a SGGO.

GGA is governed by the GGA Board. Members of the Board are the Chair, the Chief Commissioner, a director nominated by each State and three appointed directors.

There is a [GGA Governance Framework](#) which consists of two tiers (Governing and Operating). The Framework features three key forums; Chairs, Commissioners and Young Women's Forum. These forums provide consultation, recommendation and support the decision making of the GGA board.

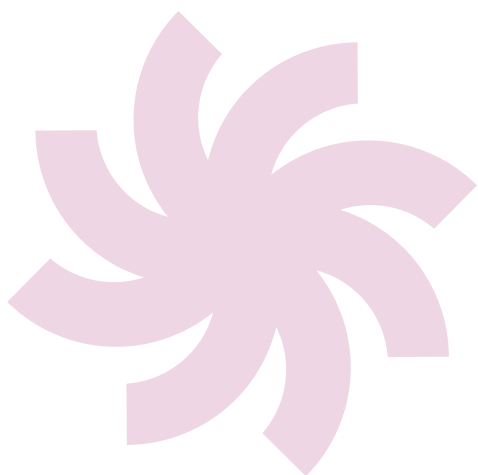
In the operating tier there is a team of four National Coordinators (Olave Program, Adult, Youth and International) who work with State liaisons to coordinate key aspects of Girl Guiding in Australia.

The Olave Program

Each SGGO has a State Olave Program Manager (or equivalent) who is responsible for the Olave Program in that State.

Some SGGOs have State Olave Program Committees, but the structure and procedures of these committees vary between SGGOs.

The State Olave Program Managers come together to meet with the National Coordinator - Olave Program on a regular basis. In this way, States are able to share experiences and information to improve the Olave Program in a consistent way and to enable the voices of young women from across Australia are represented at the national level.



OLAVE PROGRAM IN ACTION

COMMUNITY

Olaves take opportunities to make a positive difference in their communities through volunteering, service and advocacy.

This could involve:

- Taking action to improve your community
- Developing an understanding of global issues and sharing your knowledge with others
- Volunteering at events and activities or coordinating your organisation
- Connecting with a range of diverse groups within your community
- Developing and implementing a project of your own or with like minded people
- Supporting Guiding at a local, state, national and international level
- Speaking out on issues you are passionate about
- Working in partnerships with other organisations to implement positive change

Olaves are all connected to a variety of different communities, and take opportunities to contribute in a positive way to the growth, development or happiness of their communities.

Volunteering is any activity within a community that is performed without expectation of payment or reward. It can be a one-off activity, or a regular commitment. Examples of volunteering include having other roles within Girl Guiding (for example, a Unit Leader, Olave Program Liaison, Board Director or a Free Being Me Project Leader), or an involvement with an external organisation (such as St John's Ambulance, Rotaract, SES or Share the Dignity).

Although there is no clear distinction between service and volunteering, service tends to be more about projects that will improve the community. Collecting donations for a women's refuge or spending a day tree-planting would be examples of service projects. These can be short-term or long-term projects.

Creation of resources is often needed to fulfill goals of any project whether you are fundraising for something specific or raising awareness about a particular issue. Before you create a resource, check out the guide "[Creating a Resource for Girl Guiding in Australia](#)".

Advocacy is defined by WAGGGS as "influencing people to take decisions that will improve our lives and the lives of others". Whatever the issue, advocacy is about taking a stand and working for positive change. Advocacy involves speaking out, doing and educating. For Olaves and Girl Guides around the world, this involves speaking out about important issues that affect girls and young women, developing projects which directly improve people's lives, and educating girls and other young women so they can positively change the world around them.

Olaves are encouraged to explore making a contribution to their communities via all three methods – volunteering, service and advocacy.



Ideas for Community activities

- Volunteering with a Girl Guide Unit
- Sitting on a Region, State or national Guiding committee such as a property committee or the State Program Committee
- Running or assisting with a project or event in Girl Guiding
- Running the Inspire Program for Units in your local District or Region
- Making useful items for people in the community such as knitted blankets, journals or breast care bags
- Taking on a manager role in Girl Guiding such as Region Manager or District Manager
- Collecting items such toiletries for women's refuges, or canned food for a food bank
- Volunteering at community events such fun runs, Pride marches or sausage sizzles
- Participating in social justice campaigns such as Stand Up Against Poverty and climate strikes
- Volunteering with another organisation such as Ronald McDonald House or Rotary
- Learning skills to benefit the community such as first aid, lifesaving or fire fighting
- Participating in a WAGGGS advocacy project such as the [Plastic Tide Turners Challenge](#), 16 Days of Activism, [UN YUNGA Challenges](#) or the [Sustainable Development Goals](#)
- Take action on UN Days such as International Day of the Girl ([WAGGGS has some resources available](#))
- Providing service to Guiding properties through repairs, maintenance or cleaning
- Providing support within a Peer Group to other Olaves
- Fundraising for worthy causes
- Assisting the environment by participating in a conservation effort
- Helping vulnerable groups such as refugees, victims of crime or violence, the elderly, children or new migrants
- Sharing knowledge of your community including civic responsibilities with others
- Developing advocacy skills in others
- Bringing together different community groups for shared events or projects
- Explore opportunities to volunteer through [Volunteering Australia](#)
- Learn how to influence people to take decisions that will improve our lives and the lives of others using the WAGGGS Advocacy toolkit. [Explore global advocacy opportunities](#)
- Take action using the GGA Advocacy Framework as a guide for where to begin. There is also details in [Guidelines around Advocacy in Girl Guiding in Australia](#).



ADVENTURE

Olaves take opportunities to challenge themselves through new experiences especially in the outdoors and internationally.

This could involve:

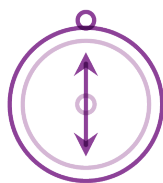
- Stepping out of your comfort zone and developing self-confidence
- Experiencing Girl Guiding on an international level through overseas trips and experiences
- Exploring natural and urban environments
- Making global connections through the World Association of Girl Guides and Girl Scouts (WAGGGS) or other international organisations
- Expanding your horizons by taking part in a range of different activities
- Attending camps and events at a local, state, national and international level
- Developing skills in planning, risk management and problem solving and sharing this expertise with others
- Participating in opportunities and programs offered by WAGGGS such as the five [World Centres](#), [Juliette Low](#) or [Helen Storrow Leadership Seminar](#)

A true adventure is one that is challenging for the individual. Regardless of the nature of the adventure, it will need to be well-planned with all relevant risk management in place. **Risk management must be an integral part of planning for all Olave Program activities.**

For any activities which involve youth members, the relevant requirements regarding approvals, qualifications and ratios (as per *Guide Lines*) must be fulfilled.

Don't forget to report any accidents or incidents that occur during Olave Program events by using the Girl Guide Incident Report.

Olaves participating in activities or events run by Scouts or other organisations (if they are attending in their capacity as Olaves) need to adhere to *Guide Lines* to ensure the safety of all members.



Camping and Adventure-based Activities

The requirements that apply to Olave Program camps and adventure-based activities are found in *Guide Lines*.

For camps involving only Olaves and/or Adult Members:

- There is no requirement for a person to hold a camping qualification
- There must be at least one person who holds a current First Aid Certificate (or equivalent)
- A Camp/Adventure-based Event Application Form (OUT.01) must be completed (only relevant sections)
- A Risk Assessment Plan (ADM.56b) must be sent to the State Outdoors Manager or equivalent and copied to the State Olave Program Manager or equivalent
- Participants must complete and provide an Adult Information Form for Activities (ADM.28)
- A Camp/Adventure-based Report (OUT.03) must be completed.

For adventure-based activities involving only Olaves and/or Adult Members:

- A Camp/Adventure-based Event Application Form (OUT.01) must be completed
- A Risk Assessment Plan (ADM.56b) must be sent to the State Outdoors Manager and copied to the State Olave Program Manager
- There must be at least one person who holds a current qualification for the adventure-based activity
- There must be at least one person who holds a current First Aid Certificate (or equivalent)
- Participants must complete and provide an Adult Information Form for Activities (ADM.28)
- The qualifications of leaders or instructors carrying out all adventure-based activities must be confirmed by the State Outdoors Manager
- A Camp/Adventure-based Event Report must be completed.

Qualifications for conducting Adventure-based activities require a minimum qualification of Provide First Aid or equivalent.

Olave Program Members may complete qualifications to conduct adventure-based activities without a Leader/Manager Qualification provided only adult members are taking part in the adventure-based activity.

International Opportunities

There are many fantastic international opportunities available through Girl Guides Australia or through the World Association of Girl Guides and Girl Scouts (WAGGGS) for Olaves.

World Centres

There are five “World Centres” (in England, Switzerland, Mexico, India and Kusafiri (a travelling World Centre in Africa)), where girls and women from around the world can develop their leadership and life skills through international friendship, challenge, adventure and self-development.

There are often opportunities for Olaves to work or volunteer at these World Centres, as well as to attend international seminars and events which are held regularly. [Click here for more information on the World Centres.](#)

WAGGGS Events and Seminars

Some of the specific events and seminars offered by WAGGGS are:

- Juliette Low Seminar: held at World Centres or international hubs. Each Seminar has a different theme or focus, though always focusing on international knowledge and leadership.
- Helen Storrow Seminar: traditionally held at Our Chalet (WAGGGS’ first World Centre in Switzerland) and addresses the most relevant issues in our global society such as the natural environment, leadership, self image, gender inequality and advocacy.

These opportunities are advertised via the [WAGGGS website](#).

Funding Assistance

There is funding available through Girl Guides Australia and other organisations to assist with international adventures – find more information [here](#).



IDEAS FOR ADVENTURE-BASED ACTIVITIES

- Trying an adventurous outdoors activity such as caving or mountain climbing
- Going for a night hike in the city
- Getting out on the water by going sailing, canoeing, kayaking, rowing, kite surfing, windsurfing or stand up paddle boarding
- Volunteering at a World Centre
- Trying out different methods of travel – bike riding, canoe, on foot or public transport
- Gaining skills as an instructor in an outdoor activity such as swimming or abseiling
- Learning outdoor navigation skills such as mapping, orienteering, compass or navigating by the stars
- Travelling interstate or overseas
- Participating in orienteering or rogaining
- Exploring urban environments
- Getting airborne – in a glider or a plane
- Developing climbing skills, either indoor, outdoor or bouldering
- Going to the snow and trying skiing, snowboarding, ice climbing or skating
- Attending a UN WAGGGS event
- Organising and running an adventure activity for others (Olaves or Girl Guides)
- Participating in a mud bash race
- Combining lightweight camping with an adventure to follow a river
- Learning new skills such as fencing or pistol shooting
- Going riding – on a horse, a road bike or a mountain bike
- Getting up high on a high ropes course or abseiling

SELF -DEVELOPMENT

Olaves take opportunities to develop skills and knowledge to enable them to grow as individuals.

This could involve:

- Developing practical skills to assist in all areas of life
- Volunteering for leadership or management positions and/or working to develop the relevant skills
- Developing and expanding supportive social networks
- Setting goals and achieving them through Olave Program Awards or personal projects
- Upskilling in the areas of project management, event management and governance within Girl Guiding
- Actively participating in a Peer Group to enhance your development and the development of others
- Exploring new interests, skills and opportunities, including gaining external qualifications
- Undertaking learning and development opportunities through Girl Guiding on a variety of topics

Self-development for each person is different. It might be governance, car maintenance, self-defence, IT skills, time management, performing arts, meditation or something else completely. Peer Groups provide opportunities to learn skills as a group, and to try new activities! The Olave Program Awards structure provides opportunities for individuals to set up personal projects for developing skills or gaining qualifications (see Guiding Resources for self-development section).



GUIDING RESOURCES FOR SELF-DEVELOPMENT

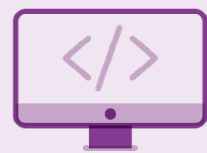
Girl Guides Australia and World Association of Girl Guides and Girl Scouts (WAGGGS) have a variety of resources to assist in the development of skills including leadership, management and advocacy skills.

Awards

The **Olave Program Awards** structure recognises that all Olaves are different and as such offers a range of challenges to cater for everyone. With the flexibility to be viewed as both a whole system or as many individual awards, the Olave Program Awards structure allows participants to set their own path.

eGuiding

eGuiding is an online learning portal available through your State Girl Guide Organisation that offers online modules. This is an opportunity to discover more about leadership, Girl Guiding and to build a wide range of skills through interactive modules on a range of content from mental health and food handling to managing difficult situations and running events.



ALQP

The Australian Leadership and Qualification Program (ALQP) is the formal framework that allows Olaves to develop skills for leadership roles, with the intention of using these skills within Girl Guides Australia as a Unit Leader, Assistant Unit Leader, Outdoors Leader or Manager. For more information on the ALQP see the Girl Guides Australia website.

eGuiding is the key learning tool for all Adults in Guiding. Connect with your SGGO about how to register.

Many trainings and opportunities offered by the National Learning and Development team open to all Adults in Girl Guiding – which means that Olaves who do not have leadership qualifications are very welcome to attend and participate. These include:

Learning Topics:

Suggested activities and resources for self-directed learning

- Including Advocacy & Social Issues, Campfires, Guiding History, Management, Promise & Law, Knots & Pioneering, WAGGGS & World Guiding
- Visit the [Learning Topics](#) section of the Leaders & Managers area on the GGA website – the log in details are available through State Girl Guide Organisations

Adult Endeavours:

Syllabus of activities assessed by a skilled mentor

- Including Faith Awareness, Environmental Awareness, Health & Fitness and Women in the Lead
- Visit the [Adult Endeavours](#) section of the Leaders & Managers area on the GGA website – the log in details are available through State Girl Guide Organisations



Outdoors Modules:

Tasks and activities assessed by an Outdoor Skills Assessor

- Including camping, expeditions, canoeing, kayaking and rowing
- Outdoors Modules can be found [here](#)

Region Trainings + Workshops Training:

Tailored to meet needs of Districts, Regions and States

IDEAS FOR SELF-DEVELOPMENT ACTIVITIES

- Learning governance or management skills through a course or practical experience
- Developing new social networks – meeting people through new groups or activities
- Undertaking [Olave Program Awards](#)
- Participating in the running of a project and gaining project management skills
- Developing mental health through practicing mindfulness, meditation or stress-management techniques
- Learning a language or other cultural awareness
- Gaining external qualifications through a university, TAFE, college or other provider
- Exploring the [Learning Topics](#) on the Girl Guides Australia website
- Developing creativity by exploring poetry, landscaping, painting, drama, music or dance
- Improving skills around the home in painting, repairing furniture or gardening
- Developing outdoor skills such as survival techniques, knotting or shelter-building
- Learning about current affairs and engaging in debates
- Improving financial literacy by undertaking a course or workshop or practicing budgeting and responsible financial management
- Developing practical life skills such as changing tyres or cooking
- Learning photography or how to make movies
- Helping to run an event and gaining event management skills
- Developing fitness and strength by trying new sports or outdoor activities
- Learning about the history of the local area, the state or any given time period / country
- Attending talks and learning from experts in a subject of interest
- Becoming a Guide trainer and help others develop
- Develop your [#ThreeBeforeThirty](#), the three things you want to achieve or do before you turn 30

PEER GROUPS

A Peer Group consists of a number of Olaves who meet on a regular basis.

Peer Groups may be set up according to geographical areas (ie Regions or Districts),, to meet the needs of those with similar interests (for example, canoeing or advocacy), or be independent Olave Program Members.

Olaves who are seeking a Peer Group (or a new Peer Group) can contact their State Olave Program Managers for information about other Peer Groups in their area, or any online Peer Groups. Finding a Peer Group that is a good fit is important to foster positive dynamics. Olaves should feel free to take time to explore different options and find a Peer Group that works for them.

Peer Groups are not necessarily the same as Award Support Groups (See the Olave Program Awards section).

REQUIREMENTS FOR PEER GROUPS

There are no set rules around how often a Peer Group needs to meet, or exactly what it needs to do. This is up to the Olaves who are members of the Peer Group to decide. However, it is important that Peer Groups are registered, provide their state with updates of their activities and are open, accessible and accountable.

The basic requirements for a Peer Group are:

- Registered with the State Girl Guide Organisation (as per state processes) and has a name that easily identifies it as an Olave Program Peer Group
- Be open to new Olaves joining the Peer Group
- Be committed to facilitating participation in the Olave Program Framework
- Ensure that all activities are in line with the Girl Guide Promise and Guide Law, *Guide Lines* and the GGA Code of Conduct.

Olaves can be members of more than one Peer Group. For example, they might be involved with Peer Groups in different locations (at university and at home), or for different interests.

STRUCTURE OF A PEER GROUP

There is no required structure for a Peer Group, save that there must be one person who is the nominated Contact Person. The Contact Person must be willing to be accountable for:

- Passing on communications from State Olave Program Manager or Region Manager to the Peer Group (for example, information about events, opportunities or important Girl Guiding updates) to ensure that all Olaves are fully informed; and
- Responding to requests from the Region Manager or State Olave Program Manager as required (for example, requests for information about activities that the Peer Group has engaged in, requests for assistance with region events) to ensure that the region and state are aware of what is occurring in the Peer Group.

Remember to notify the State Olave Program Manager if the Contact Person for a Peer Group changes.

Peer Groups can operate in different ways – some have a formal structure with regular meetings, some might meet at region or state events, and others depend on particular individuals to make things happen.

One of the downsides of Peer Groups where there are no set roles, is that everyone assumes that other people will organise events and activities – and so either nothing happens or plans fall through. For that reason, it can be useful (especially with a new Peer Group or a Peer Group that is seeking to become more active) to appoint or elect positions as Chair, Secretary and Treasurer (or whatever names the Peer Group chooses).

For example, the Chair might be responsible for coordinating planning sessions every semester and being the Contact Person, the Secretary responsible for ensuring that all events are advertised in plenty of time, and the Treasurer responsible for money received by fundraising and ensuring that payments are collected from Olaves for each activity.

Giving people specific roles can make it clear what responsibilities lie with whom, and to keep the Peer Group on track. However, it is also important to rotate these roles regularly so that individuals don't get overwhelmed and everyone has a chance to participate. It would be important for the Peer Group to be clear about the boundaries of the position and to ensure that everyone still has a say in the Peer Group and a share of the responsibilities and opportunities.



Check out the Learning Topic on [Effective Meetings](#).

COMMUNICATION IN A PEER GROUP

Many Peer Groups utilise social media to organise activities and events. Here are some tips to make the best use of social media for communications:

- Ensure that all Olaves are familiar with the [Girl Guides Australia Social Media Policy](#)
- It is best to create a closed or secret Facebook group so that details of events, and comments, are not publicly available
- Ensure that if any Olave does not wish for photos to be available online, that her wishes are respected
- To encourage more Olaves to become involved in Peer Group events, put up photos so everyone can see the great activities that are occurring
- Share posts about activities and photos with State and National Facebook pages so that other Peer Groups and Olaves can be inspired
- Ensure that communications online are always appropriate and polite, in accordance with the Social Media policy
- All digital communications must meet the requirements included in *Guide Lines*.

Remember to ensure that all communications are accessible to all members of the Peer Group (for example, if some Olaves don't have Facebook make sure that information is distributed by email or text message as well). Consider the use of technology to ensure that Peer Groups remain connected even if separated by distance.



Check out the Learning Topic on Communication



SETTING UP A PEER GROUP

There are any number of reasons why an Olave may be looking to set up a new Peer Group. It may be that a group of Guides have recently turned 18 and want to continue their Guiding journey in the Olave Program at a time that suits them. Alternatively, an active Olave may have moved to a new area where there is no Peer Group, or a Unit Leader who is 18-29 may be seeking to develop herself through Girl Guiding and want to set up a Peer Group.

The first step in setting up a Peer Group is to contact the State Olave Program Manager. She will be able to assist with the process, and it is also important that she is aware of the creation of new Peer Groups.

The next step is to find some like-minded young women who are also interested in creating a Peer Group. This usually involves working with Region or District Managers to identify leaders aged 18-29 who may wish to participate in the Olave Program, contacting Girl Guide Units with 17 year old Girl Guides to get in touch with young women who may have recently left Girl Guiding when they turned 18.

Once a small group of Olaves has been identified, they should meet (perhaps with the State Olave Program Manager in attendance) to:

- Decide how the Peer Group will meet and how often (of course this can always be changed).
- Nominate the Contact Person for the Peer Group. This role involves being accountable for passing on communications from State Olave Program Manager or Region Manager to the Peer Group, and responding to requests from the Region Manager or State Olave Program Manager as required.
- Set goals of what the Peer Group wants to accomplish each year and evaluate regularly.
- Register the new Peer Group, including details of the Contact Person as per state requirements or procedures (check with the State Olave Program Manager).

All Olaves in the Peer Group must be paid members of the State Girl Guide Organisation and have met the membership requirements of their SGGO.

Sometimes it can take time to establish a new Peer Group, and Olaves should not be disheartened if it does not occur as quickly as they might expect. Consistent communication and conversations with people inside and outside Girl Guiding can assist in developing momentum and attracting new Olaves.



Check out the Learning Topic on Team Building.

PROGRAMMING FOR A PEER GROUP

Olaves and Peer Groups structure their programs around the Olave Program Framework, to ensure that opportunities are available to participate in a wide variety of activities and to support the growth of individuals. Some ideas for activities are noted in the Olave Program Framework section. When planning for activities, think:

- Is this an adventure or a challenge?
- Is it about learning new skills or designed to help individuals grow and develop?
- Is it beneficial for the community?

It is important to remember that the Olave Program Framework is in place to enhance your experience with the Olave Program.

Different Peer Groups will agree on their program in different ways. Some Peer Groups may plan for the upcoming semesters, others may plan for the whole year and others might plan only one activity in advance. Bigger events, or events with Girl Guides or other organisations should always be planned well in advance. Check out the Adventure Section for relevant information regarding camps and adventure activities. Effective risk management must always form a key part of Peer Group programming!

Here is one example of a Peer Group plan for half a year:

Some quick tips to assist with planning:

- Check with the State or Region as to what events are coming up and whether Olaves can help out at or attend.
- Find out what external fundraising or service activities are planned in the local area.
- Learn when the different International Days are scheduled – [full list of UN-recognised days](#).
- Nominate different Olaves to organise different events or activities so that no one person is stuck with organising everything (this will also ensure that activities are not limited to those enjoyed by one particular person, or held in one particular location).
- Think big – what about an international or interstate trip for the Peer Group?

DATE	ACTIVITY	ORGANISER
Sunday 25 January	Peer Group planning evening – at Guide House (includes celebration for Mya's OBP Award)	Larissa
Sunday 22 February	State Thinking Day event – running an activity and the first aid tent	Bronwyn
Wednesday 4 March	Indoor rock climbing evening	Miranda
Friday 20 March	"Presenting with Pizzazz" training for all Olaves	Aisling
Saturday 4 April – Sunday 5 April	Overnight camp at state Girl Guide property including organising busy bee	Kate
Wednesday 15 April	Self-defence class, also inviting local 14+ Girl Guides	Bek
Saturday 2 May	Olave Program breakfast prior to state AGM	Nicole
Friday 15 May	Teach Something, Learn Something (everyone brings a new skill to teach)	Lindsay
Saturday 6 June – Sunday 7 June	Relay for Life – Peer Group team entered (fundraising for Cancer Council)	Jen
Friday 19 June	OBP Award planning and showcase evening (state awards coordinator present)	Lauren
Saturday 11 July – Sunday 12 July	Overnight hike at local national park	Emma

RECRUITING TO A PEER GROUP

The very best way to recruit new members to a Peer Group is to get out and get seen in the Girl Guiding community and the wider community! Unless people know about the Olave Program and what Peer Groups get up to, they are unlikely to be interested in joining.

Here are some tips to recruit new members to a Peer Group from within Girl Guiding:

- Forge links between a Peer Group and a local 14+ Guide Unit and hold some joint events so that Girl Guides and Olaves get to know each other
- Have a list of birthdays for 16 and 17 year old Girl Guides in the region – send out birthday cards containing the AGP-OP Link Badge syllabus when the Guides turn 17, and a card with an invite to the Peer Group event when they turn 18
- Set up a 'Big Sister' or buddy program for Guides in the district or region with the Olaves
- Have a regular Peer Group representative at district or region meetings to get to know the Leaders who are 18-29 years old or ask the District or Region Manager to send out an email.

Of course, there are also young women in the wider community who might be interested in joining a Peer Group. Think about holding stalls at community events, where appropriate, such as the local university orientation week, library or community fete.

PEER GROUPS & GUIDING

Some Peer Groups are connected to a district or a region, while others might be based at a State level. Therefore, some Peer Groups may be connected to their State Girl Guide Organisation via a Region Manager as well as the State Olave Program Manager. Some States also have Olave Program representatives or positions at region level.

It is important for Peer Groups to be connected to the Guiding that is happening in their district, region or state. Olave Program Peer Groups should be an integral part of the local Guiding community, which may include running events, fundraising and giving service to Girl Guiding so that the Girl Guides get to know who they are and what they do.

Peer Groups should ensure that they have a representative at District or Region meetings to keep the region or district informed about the Olave Program as well as to keep the Peer Group informed about Region or District matters.

Olave Mentors

The role of Olave Program Mentor is a role for older Olaves to provide advice and support to enable younger Olaves to explore and take on project, committee roles and event management responsibilities.

This provides an additional challenge for women who have been involved in the Olave Program for a number of years and who have a wealth of networks, skills and experiences to share with younger Olaves. Olaves may choose to take on an informal mentoring role even without an official position.

Further, the value of a mentor (or mentors) for all Olaves, whether inside or outside of Guiding, cannot be understated. All Olaves are encouraged to seek out mentors in life and to take on roles as mentors for other people.

Conflict Resolution in a Peer Group

In any group of people there may be conflicts that arise, and Peer Groups are no different. How the conflict is handled will be very important, both for the individuals concerned and the Peer Groups as a whole. For support resolving concerns amongst members please refer to the Child Safe Child Friendly Framework Element 8 on *Guide Lines*. Generally speaking, Olaves can escalate issues or conflicts to the State Olave Program Manager or Region Manager. However, it is best for a Peer Group to attempt to resolve the conflict first.

There are many different ways to deal with conflict. People may choose to ignore it, complain about it, blame someone for it, or try to deal with it through hints and suggestions. Alternatively, people can be direct, clarify what is going on, and attempt to reach a resolution through common techniques like negotiation or compromise.

The key to avoiding or minimising conflicts is for Olaves to abide by both the Promise and Law, and the Girl Guides Australia Code of Conduct. Behaviour that is contrary to the Girl Guide Promise and Guide Law and/or the GGA Code of Conduct should be noted and named. It is always best to have discussions or raise concerns about poor behaviour in private rather than in public, and face to face is better than via email or on the phone.



For more information and resources, check out the [Learning Topic on Conflict Management](#).

ADDITIONAL SUPPORT NEEDS IN A PEER GROUP

All Peer Groups contain Olaves of many different abilities, interests, skills and capabilities. Some Peer Groups contain Olaves with additional support needs, and this section provides some information to ensure that all Olaves are accommodated within a Peer Group.

All Olaves must ensure that any special or additional needs are noted on registration forms or Adult Information Form for Activities (ADM.28) when attending events.. This is important for the safety and enjoyment of everyone at events. Olaves who are running activities or events where there will be participants with additional support needs should consider whether extra staff or carers are required.



Check out the Learning Topic on [Supporting Others](#).

FINANCES IN A PEER GROUP

Peer Groups may choose to handle finances in a variety of different ways. Many Peer Groups work on the basis that each Olave attending the particular Peer Group activities pays her own share at the time.

Some Peer Groups will instead have a bank account and Olaves pay a monthly or termly fee to contribute to all the Peer Group activities. If a Peer Group chooses to have a bank account, it must comply with the policies and requirements of the State Girl Guide Organisations (which may include having the District or Region Manager as a signatory on the account, for example). If in doubt, check with the State Olave Program Manager.

Money that is received by way of fundraising must be dealt with according to the basis upon which the fundraising occurred. It is always necessary to be clear about what organisation or person will benefit from the fundraising, and to ensure that all the money goes to that organisation or person in a timely manner.



Read more on [GGA Public Relations and Fundraising policies](#).

PEER GROUPS AND EXTERNAL ORGANISATIONS

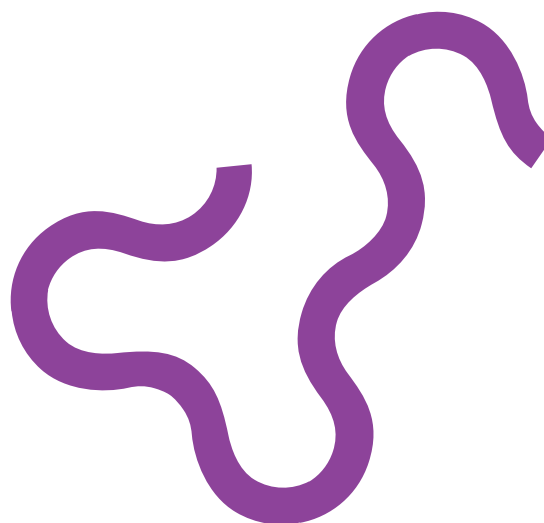
Scouts Australia

Scouts Australia, in particular the Rover Scout section (18 – 25 years inclusive) have traditionally worked closely with Girl Guiding. Events such as balls and large camps (Moots) are run regularly by Rover Scouts and Olaves are often invited. Likewise, Rover Scouts may also be invited to events run by Olaves. Local Rover Scout contacts can be sought from the State Olave Program Manager or by contacting the Scouts state office.

Please remember that *Guide Lines* must be adhered to when planning joint events to ensure the safety of all members.

Other organisations

Olaves can also be involved in partnerships with other like minded organisations. Individual Olaves or Peer Groups can choose to work with any other organisations that are in line with the values and mission statement of Girl Guides Australia. One piece of useful information for assessing an external organisation is the [GGA Framework for Social Partnerships Tool](#).



ORGANISING EVENTS

Many Olaves are involved in running events, whether big or small, for Olaves, other members of Girl Guiding or the general public. Below are some general guidelines and tips for organising events. Most states also have specific event guidelines and resources, so Olaves are encouraged to contact their State Olave Program Manager for further information.

STEP 1: SET-UP

- Have a great idea for an event!
- Find out what approvals or permissions are required to run the event. If in doubt, the State Olave Program Manager can provide assistance.
- Once the event has received the relevant initial permissions or approvals, be clear on what further reporting or permissions are required for the Region Manager, State Olave Program Manager or similar.
- Speak to people who have run these types of events before to learn lessons from them.

STEP 2: PLANNING

- Get together a reliable Event Committee to assist with the planning and running of the event.
- Agree an Action Plan and Timeline (what needs to be done, by whom and when).
- Put together a detailed Budget which includes all income and expenses for the event. As a general rule (but each state may vary), all Girl Guide events must at least break even.
- Complete all required Risk Management documentation.
- Write a Communications Plan to identify how the event will be advertised, how participants will receive communications once they have registered, how communications will be managed during the event, and any reporting that is required.

In designing posters or collateral for your event, be mindful of the [Girl Guides Australia Style Guide](#) and "[Creating a Resource for Girl Guiding in Australia](#)".

STEP 3: STAGING OF THE EVENT

- Undertake the actions set out in the Action Plan to make the event happen.
- Work within the budget.
- Move in accordance with the timeline (adjusting if necessary).
- Manage the risks identified in the Risk Management plan.
- Keep all relevant people informed of progress, and any issues that arise, in accordance with the Communications Plan.

STEP 4: CLOSE

- Conduct an evaluation of the event and the planning process – identify what went well, and what could have been done better.
- Ensure that all relevant reports are completed and provided to the relevant people.
- Write up an article on your event for a state newsletter, and share photos of the event online.
- Take time to reflect on and celebrate your achievements!



OLAVE PROGRAM AWARDS

The Olave Program Awards structure recognises that all Olaves are different and as such offers a range of challenges to cater for everyone. With the flexibility to be viewed as both a whole system or as many individual awards, the Olave Program Awards structure allows participants to set their own path. Choosing their own Award Support Groups, and mentors to guide them on their way, Olaves are continually supported and encouraged to grow in knowledge and reach their goals. Many of the Awards require an Award Support Group to be nominated.

An Award Support Group is a group of at least four other adult members of Girl Guiding in Australia. At least two of the members must be between 18 and 29, and where possible the majority of the Award Support Group is to be in this age group. The members of an Award Support Group should know the Olave who is undertaking the Award well enough to be able to assess what will be a challenge for her. The Award Support Group should be in regular contact, whether online or face-to-face.

Creation of resources is often something that Olaves look to achieve when considering challenges for awards. This could be to fill a gap identified in existing resources, to teach members a new skill, provide learning about something of local interest, or fundraise for something specific. Before you create a resource, check out the guide "[Creating a Resource for Girl Guiding in Australia](#)".

OLAVE BADEN-POWELL AWARD

The Olave Baden-Powell Award is the peak achievement award for Olaves and requires a strong commitment to self-development and service. The syllabus focuses on the three aspects of the Framework with the addition of a further development component. Using the syllabus, a Plan of Action is developed which is put to a chosen Award Support Group and approved prior to commencing the Award. The Award can be started after turning 18 years and must be completed prior to turning 30, in a minimum of two years and maximum of six years.

The syllabus and registration forms are available to be downloaded [here](#).

OLAVE CHALLENGE

The Olave Challenge provides the opportunity to discover more about parts of the Olave Program. Olaves challenge themselves by providing service to the community, as well as undertaking two additional challenges in other areas of the original Olave Program Framework. Each activity should be developed in consultation with the chosen Award Support Group.

The Olave Challenge can be started any time after turning 18 years but must be completed before turning 30, and undertaken in a maximum of two years.

The syllabus and registration forms are available to be downloaded [here](#).

AGP-OP LINK BADGE

The AGP-OP Link Badge is a great place to start having a better look at what the Olave Program is all about. Specifically designed for youth members moving from being a youth member into the Olave Program, this badge gives participants an experience of each of the Olave Program's aspects. It explores the Framework fully, but only gives a small taste to begin the Olave Program experience.

The syllabus is split into two parts with Part A requiring completion prior to turning 18 and Part B after turning 18 but before turning 19. Completing Part A earns a certificate and completing Part B earns the metal AGP-OP Link Badge which can be worn on the badge tab of the Adult uniform.

The syllabus and registration forms are available to be downloaded [here](#).

COMMONWEALTH AWARD

The Commonwealth Award is open to any Girl Guide or Olave in a WAGGGS Commonwealth country. In Girl Guides Australia, the Commonwealth Award can be completed by any member aged 14-30 years. It includes a variety of different areas to challenge Guides to be their best, and for Olaves this is assessed by an Award Support Group.

The syllabus and registration forms are available to be downloaded [here](#).

DUKE OF EDINBURGH'S AWARD

The Duke of Edinburgh's Award is an international award for young people aged 14-25 years. The award encourages young people to challenge themselves by experiencing the world around them and developing their full potential through a range of personal and physical activities. There are three different levels: bronze, silver and gold.

The award can be cross-credited with Girl Guide awards such as the Olave Baden-Powell Award. The Duke of Edinburgh's Award is coordinated in each state by a volunteer Award Coordinator who is appointed by the State Girl Guide Organisation.

[Duke of Edinburgh Award website](#).

SELF & PEER ASSESSMENT

All the awards in the Olave Program Awards structure involve completing challenges. This section provides an outline for Olaves as to the way in which self and peer assessment works in the Olave Program.

A challenge is a goal or aim that you set for yourself and carry out to the best of your ability. A challenge may involve:

- Learning something new, or more about something
- Discovering a better way to do something
- Trying something you dislike or find difficult or
- Improving or adding to skills you already have.

To determine whether an award has been earned, you and your Award Support Group both need to be satisfied that you have completed the challenge(s) to the best of your ability by self and peer assessment.

Self-assessment

In your self-assessment of challenges, you should be able to address the following questions:

- **Was it really a challenge for me?**
Why was it a challenge?
- **Did I achieve what I set out to do?**
If you had to adjust your plans along the way, was it still a challenge for you?
- **What did I learn from this challenge?**
Can you identify particular areas in which you have improved a skill or learned something new?
- **What was the most difficult part of this challenge?**
Did you expect this part to be difficult?
- **How do I feel about what I have completed?**
Are you proud of what you have accomplished?
- **Is there anything I would do differently next time?**
Can you identify any areas you might change, or did you get any feedback from others?

Peer assessment

Your Award Support Group should have seen, and approved, your original plan of action for the challenge. You then need to keep them up-to-date with how the challenge is progressing, and report back to them once the challenge is completed. The format you use for this is up to you. It may involve a written report, oral presentation, group discussion, and/or the use of photos or videos. Your Award Support Group should have the opportunity to ask questions about your challenge.

In determining whether you have completed the challenge to the best of your ability, your Award Support Group should consider the following questions:

- Did she achieve what she set out to do? They should know what you had originally planned, and understand from your report what you actually achieved
- Was it really a challenge for her? They should be aware of your strengths and weaknesses, and have approved your planned activity as a challenge for you. They now need to assess whether you did actually challenge yourself and identify how you have improved or developed yourself in some way
- Did she try her best in this challenge? They should be able to tell whether or not you truly tried your best
- What could she do differently next time? They may be able to identify some areas for improvement, or suggest a different way that things could have been done.
- Your Award Support Group should then provide you with their comments or suggestions and let you know if they are satisfied that you have completed the challenge. If they are not satisfied with your challenge, they need to be able to identify specific areas you need to improve or change.

GOOD SERVICE & LONG SERVICE AWARDS

Girl Guides Australia has a number of awards that may be presented at local, state or national level in recognition of good service to Girl Guiding. These include awards such as the Boronia, Banksia, Wattle, Emu, Flowering Gum, Grey Kangaroo and Red Kangaroo. Members of Girl Guiding may nominate any other members for these awards, and Olaves are encouraged to actively consider putting forward nominations for these awards so all members receive due recognition for their contribution.

Girl Guides Australia also presents Long Service Awards to recognise the length of time someone has been a uniformed adult member. Full details can be found [here](#).

The WAGGGS Asia-Pacific Region recognises the achievements of Unit Leaders and District/Region/State Managers through the presentation of Leadership Awards. For more information, visit the [WAGGGS website](#).

RESOURCES + CONTACTS

GLOSSARY OF TERMS

ALQP - Australian Leadership and Qualification Program

GGA - Girl Guides Australia

Olave Program Framework - the three aspects of Adventure, Community and Self-Development

Olave Program Member - members of SGGOs between the ages of 18-29

Peer Group - a group of Olaves, groups may be set up according to geographical areas (ie Regions or Districts), to meet the needs of those with similar interests (for example canoeing or advocacy), or be independent Olave Program Members

SGGO - State Girl Guide Organisation

WAGGGS - World Association of Girl Guides and Girl Scouts

USEFUL RESOURCES

[ALQP](#)

["Creating a Resource for Girl Guiding in Australia"](#)

[GGA Code of Conduct](#)

[GGA Advocacy Framework](#)

[GGA Forms on *Guide Lines*](#)

[GGA Framework for Social Partnerships](#)

[GGA Strategic Plan](#)

[GGA Style Guide](#)

[Girl Guides Australia \(GGA\) website](#)

[Guide Lines](#)

[Insurance](#)

[Uniform information](#)

[Olave Program Awards](#)

[Volunteering Australia](#)

[WAGGGS](#)

USEFUL CONTACTS

[National & State Olave Program Managers](#)

[State Girl Guiding Organisations](#)

If you have any specific feedback regarding this resource, the information contained within it, or to report broken links, please email olave@girlguides.org.au

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