



Girlguiding LaSER World Thinking Day 2018  
Resource Pack



## World Thinking Day 2018

What do we do on World Thinking Day?

- Celebrate World Thinking Day and be one in ten million
- Be inspired by the history and impact of our global movement
- Take action and speak out on issues we most care about
- Make a difference by fundraising for projects around the world.

In Girlguiding London & South East England we are celebrating World Thinking Day 2018 with a big sleepover.

From Enfield to Eastbourne, Haslemere to Hythe and everywhere in-between over the weekend of February 23 to 25 we'll be gathering in units, districts, divisions and counties to have fun at a sleepover with an international theme.

But not just any international theme, this year we're following the World Association of Girl Guides and Girl Scouts' suggestion to "Go Outside!" to celebrate - by linking up with other countries during the sleepover!

**How?**

During the sleepover we are inviting each venue to link up using Skype or FaceTime with Girl Guides or Girl Scouts from another country to wish them "Happy World Thinking Day!"

Funds raised at the sleepovers will go to Girlguiding's Branch Associations whose homes were devastated in the summer hurricanes of 2017.



Time to Be Prepared - in this pack you will find:

- Guidance on the practicalities of organising and running a sleepover event with Girlguiding members
- Extracts from the [WAGGGS Challenge Pack 2018](#) to start you off with activities you might do during the event
- New to international guiding and/or running a sleepover? A shortlist of where to find other volunteers who can help you with further support
- Details of how to order the event badge
- Details of where to send the funds you have raised

During the event we would love to hear how your sleepover is going, so do use this Twitter hashtag: [#TheBigSleepover2018](#) from 23 to 25 February 2018.

Afterwards we would love to know which countries you connected with - so let us know by emailing [communications@girlguidinglaser.org.uk](mailto:communications@girlguidinglaser.org.uk) to share



## Running a successful Girlguiding LaSER Sleepover

Whether you are thinking of holding a unit, district, division or county sleepover for World Thinking Day 2018 we hope you will find the following guidance and practical advice helpful with making it the best sleepover possible.

### Planning

Get together your event leadership team and start to think about the programme for your sleepover. Make sure you discuss your plans with your commissioner as early as possible and start to complete a [Residential Event Notification](#) (REN). This can be done electronically. There must be someone in the event leadership team who holds the Going Away With Licence (Modules 1-4) or is working towards modules 1 - 4 of the [Girlguiding Going Away With Scheme](#).

The four Going Away With Scheme modules cover:

- Planning a successful residential event
- Administration of a residential event
- Managing safety and security away from home; and
- Making health and first aid arrangements.

There are county and division residential advisers that you can contact for information and support. Contact your local commissioner for details or email [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk).



## Numbers

The upper limit for how many girls a licence holder can have at the event is 50. Events where there will be 100 or more participants are defined as large-scale, and you will need extra advice on the criteria and requirements for running an event of this size from your local commissioner and residential adviser.

The REN should have as much information as possible on it, but as it is a working document it can be amended along the way as more details become available or anything changes. Your commissioner has to be completely satisfied with all your arrangements before she can give approval for the sleepover event to go ahead.

## Venue

A venue for your sleepover will need to be booked. The facilities you need will depend on the age and number of members attending, and the venue will need to have been approved by your local residential adviser as a suitable place to hold a residential event.

You might choose an equipped centre with bunk-beds and showers, or you might just want a large floor space where everyone can huddle down in a sleeping bag and blankets. A good indication of venue suitability is to work to a figure of 10 girls per available toilet plus a separate leader's toilet. (For example: a venue with four toilets can accommodate up to 30 girls - plus another for use as an adult toilet).

Your county may already have a list of suitable approved residential venues with information.

We have suggested below some WAGGGS World Thinking Day 2018 activities for the sleepover, taken from the latest [WAGGGS online resource](#) that can all be done indoors. However the resource has many suggestions for activities outside the meeting place too - and if you choose any of those you may need a large open space, so this is worth bearing in mind when looking at a



venue. The venue will need to have a **risk assessment** completed by members of the leadership team to accompany the REN, [click here for guidance](#). If you need any further help or example risk assessment forms please email [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk).

If the venue is not normally used for overnight accommodation (e.g.: a church or school hall), let the local police and fire service know that the sleepover is taking place.

### Leadership Team

You will need a supportive team to help run a successful sleepover including -

- Enough adults in the team to maintain the section ratios
- All adults (volunteers over the age 18) staying overnight should have completed the DBS checks.
- All non-member volunteers are assigned the role of residential occasional helper on GO and undertake a criminal records check.

For joint or multi-section residentials, at least one leader from all participating sections must be present, and the correct ratio for each section must be observed:

- Rainbows - 1:4 (not including the event coordinator) with a maximum of 30 Rainbows at any one sleepover not exceeding 24 hours.
- Brownies - 1:6 with at least three adults present at all times.
- Guides - 1:12 with at least three adults present.
- The Senior Section - No required adult to child ratio but there must be at least two adults present.

If over 18's and under 18's share sleeping areas, there must be at least two over 18's present.

Young leaders are supervised at all times by adult volunteers, as they are not included in ratios



Taking any families and children of volunteers at residential events into account.

## Team Roles

**Event Coordinator** - responsible for planning the event, agreeing team roles (minimum of Catering and Health & First Aid), setting the budget and finalising the programme.

**First Aider** - must have attended a suitable and valid first aid course such as 1<sup>st</sup> Response or a professional similar or higher course. There must also be at least one other adult present with first aid knowledge. The first aider is responsible for sourcing the first aid kit for the event, checking members' health forms before the event (see below) for any special health requirements to be aware of and making sure hygiene generally is taken care of during the event.

**Caterer** - this person is responsible for working out the menu and quantities, (checking for everyone's dietary requirements and any food allergies before finalising the menu), as well as ordering the food, sourcing the equipment and overseeing all food storage and hygiene requirements during the event. Anyone over 18 who is familiar with food hygiene requirements can be a caterer for the event. A qualification is not required for this role but those wishing to increase their knowledge can complete the [Girlguiding Catering Scheme](#).

## Catering for a Sleepover

What you choose for the menu will depend on several things:

- Location - how far are you from shops and takeaways?
- Numbers of members attending - are you feeding a dozen members - supermarket fine, or will you need catering sizes?
- Preferences of the girls attending - wanting a plain and simple menu or something a bit more adventurous?
- The available catering facilities at your venue: Is it a microwave and a kettle, or fully equipped large kitchen?
- How long you will be there - is the first meal going to be lunch, dinner or supper?



Time is short so try to choose meals that are quick and straightforward to prepare, cook and serve.

If the event starts early enough on the first day you might ask parents to supply a packed lunch for the first meal and then the evening meal and breakfast is catered for within the event's budget. Some suggestions for evening food options could include -

- Fish and Chip shop takeaway.
- Tuna Pasta salad
- Spaghetti Bolognese
- Eat in at a pizza restaurant or similar.
- Soup, rolls and oven chips
- Caterer pre-prepared pasta bake - just need to heat it up.
- Home-made baguette pizzas and green salad.

Suggestions for desserts:

- Fresh fruit,
- Instant whipped cream with fruit,
- Cheesecake,
- Mini fruit pies and readymade custard
- Yoghurt, a piece of fruit and a small chocolate bar

Have healthy snacks available for the girls to have at any time. Breakfast suggestions range from a simple bacon roll and a cup of tea through to cereals, toast and a range of toppings, so the girls can help themselves, buffet style.



## Informing Parents and Carers

Send out letters of interest early to gauge how many girls would like to take part as this will impact on the planning and venue size. Put together a pack of information for the parents and give them the opportunity to meet the leaders before the event to have all the plans explained to them including the [home contact system](#).

A parent's pack should contain the following -

- Event notice with details of date, times, venue and cost (appendix A)
- [Information and Consent form](#)
- [Health Information form](#) including consent for what over-the-counter medications can be including in the First Aid box contents (appendix B)
- Sleepover kit list - what the girls should bring and wear (appendix C)
- [Home contact system](#)



## SLEEPOVER PROGRAMME ACTIVITIES

For this Girlguiding LaSER sleepover we are asking everyone to follow an International theme in three parts:

- 1) Choose and run one or more activities from the WAGGGS 2018 online Challenge Pack [Impact The World](#)
- 2) Link up during the sleepover, by Skype, FaceTime or Whatsapp or similar, with members from Girlguiding or Girl Scouts in another country to say “Hello” and “Happy World Thinking Day!”
- 3) Raise funds for Girlguiding Branch Associations whose homes were damaged by hurricanes in the summer of 2017.

### Badges

*Number of badges*      *First class postage*

<b>1 - 24</b>	<i>Free</i>
<b>25 - 50</b>	<i>£ 1.19</i>
<b>51- 164</b>	<i>£ 3.12</i>
<b>165 - 330</b>	<i>£ 5.22</i>

To purchase your event badge [simply fill out the booking form to place your order](#), badges cost £ 1, plus postage (which can be found in the table on the left). If you would like to place an order for over 330 badges please email [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk) so the team can advise on postage cost.

Please be aware that if badge orders and payment are not received by **9 February**, orders will still be sent out, but we cannot guarantee they will arrive in time for the **23 February**. Badges will only be sent once full payment has been received.

The registration form will close at 4pm on Wednesday 28 February 2018, if you would like to order badges after this time please email [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk)



There are two ways to pay for the badges -

### **Bank Transfer:**

Account name - 'GD Events & Training'

Sort code - 60 22 28

Account number - 6965 8846

When doing a transfer in the reference space you must put your membership number, initials and 'Impact' so we can match your payment to your booking. For example 1123456ABImpact.

### **Cheque:**

Cheques should be made payable to 'Guide Assoc GD Events & Training' to the Guiding Development & Events Team, 3 Jaggard Way, Wandsworth Common, London, SW12 8SG.

You must include your membership number, unit name and the code 'Impact' on the reverse of the cheque so that we can match it with your booking.

### **Fundraising**

Any funds you raise are to be sent to Region Office within 4 weeks of the date of your sleepover and closes on 31 March 2018.

### **Bank Transfer:**

Account name - 'Fundraising Account'

Sort code - 60 22 28

Account number - 6965 3569



## WAGGGS IMPACT ACTIVITIES

There are many activities in the [WAGGGS IMPACT Challenge Pack 2018](#) for you to look at and offer to the girls that attend. You will need to choose a selection of age appropriate activities for your specific group and ask the girls to decide what they would like to do before the event.

If not sure what to choose, to start you off here are some suggestions for some all age activities from the pack to complete during the sleepover -

1. Impact in Lady Olave Baden-Powell's message (understand the impact of the World Thinking Day Fund)
2. Creativity Brings Impact (use your imagination to convey your message)
3. Communication Brings Impact (improve communication with your group members and your strategy skills)
4. Collaboration Brings Impact (understand how to work positively with others)

The rest of the programme is up to you and your girls - games, making things, singing, story-telling, watch a movie...?

## General Activities

Decorating the venue, placemat making, play in the park / outdoor games, craft, campfire singing, watch a DVD, Indoor games, Pass the Pillow game.

**Please REMEMBER** that Risk assessments will need to be written for all activities including any away from the venue.

## HAPPY SLEEPOVER PLANNING