



Girl Guides Singapore

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BASIC TRAINING COURSE - MODULE III UNIT VISIT (GUIDE GUIDERS)

Name of Guider Observed: _____

Name of School: _____

Address of School: _____

Division: _____

Name of Principal: _____

Tel: _____ (Sch) _____ (Guider)

Updated as of 20 July 2018

1. PARTICULARS OF UNIT
(To be completed by the Guider before the observation meeting)

Date Company registered: _____

Unit strength: _____

Gold Guide Award: _____

Silver Guide Award: _____

Bronze Guide Award: _____

Recruits: _____

Number of Guiders: _____

Do all of them have a permanent warrant? * Yes/ No

If no, when will she/they attend training? _____

Do the Guides work for Proficiency Badges? * Yes/ No

Please list the badges commonly earned in the table below.

Name of Badges	No. Acquired

*Delete where not applicable

2. PROGRAMME PLANNING

(Sections 2 - 5 to be completed by Commissioner/ Trainer)

Please tick where applicable

- 2.1 Is the meeting of 2 - 3 hours well used?
- 2.2 Is Roll Call conducted correctly?
- 2.3 Are set ceremonies (e.g. colors etc) carried out correctly?
- 2.4 Are the Guides correctly and suitably attired?

Yes	No

- 2.5 Does the content provide opportunities for the development of the 5-point programme:

- Module 1: Personal & Social Development
- Module 2: Home
- Module 3: Outdoor
- Module 4: Community
- Module 5: International

Yes	No	No opportunity to observe

- 2.6 Is the patrol system evident?
- 2.7 Do the Guiders work as a team in carrying out the programme at the meeting?
- 2.8 Is the programme varied to stimulate and enthuse the Guides?

Yes	No

Comments:

3. UNIT MANAGEMENT

	Yes	No	* NA
3.1 Are the unit budget properly kept?			
3.2 Is the unit register and progress records kept up to-date?			
3.3 Does the unit have sufficient training aids and equipment to conduct the CCA?			
3.4 Does the unit keep proper records of company meetings?			
3.5 Is the Court-of-Honour held at least once in 3 months to discuss company matters and plan company programmes?			
3.6 Does the unit keep a logbook?			
3.7 Do Guiders and Guides participate actively in Division and Headquarters projects and activities?			
3.8 Are the Guiders clear on their direction / purpose for the Unit?			

Comments:

4. FACILITIES

	Yes	No
4.1 Does the unit have sufficient training area?		
4.2 Does the unit make full use of indoor and outdoor facilities?		
4.3 Does the unit have enough storage space for their equipment?		
4.4 Does the unit use facilities provided by Headquarters (e.g. camp equipment etc)		

Comments:

5. GUIDER'S PERSONALITY

	Strongly Disagree				Strongly Agree
5.1 She is correctly and suitably attired.	1	2	3	4	5
<hr/>					
5.2 She has a real interest in her work.	1	2	3	4	5
<hr/>					
5.2 She has an understanding of the particular age group she is working with.	1	2	3	4	5
<hr/>					
5.3 She has steadfastness of purpose which enables her to provide direction for her unit.	1	2	3	4	5
<hr/>					
5.4 She works in accordance with the Policy, Organization and Rules as stipulated by the Organization.	1	2	3	4	5
<hr/>					
5.5 She value adds to the Unit with her strengths	1	2	3	4	5
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6. OVERALL ASSESSMENT

() Excellent () Good () Average () Room for Improvement

7. RECOMMENDATION

I have observed _____ on _____ and recommend that
Name of Guider *Date*

- she be issued the Permanent Warrant for Guide Leader
- she undergoes another observation before the issuance of the Warrant.

*please tick accordingly

Name of Commissioner / Trainer: _____
in BLOCK LETTERS

Signature: _____ Date: _____

Permanent Warrant Nomination Form for Guider

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To be filled in by Observer:

Mrs / Miss / Mdm _____ of

Address: _____

_____ Tel: (H) _____

possesses the qualification required for the office of Guide Leader by the rules of Girl Guides Singapore and hereby recommends her for a warrant.

School: _____ Tel (Sch) _____

Signature: _____ Commissioner/ Trainer

To be filled in by the Guider:

I, Miss/ Mrs/ Mdm: _____
hereby affirm that I have made the threefold Guide Promise, and will adhere to the rules laid down by Girl Guides Singapore and I will return my Warrant if called upon to do so by my Commissioner of the Association and upon my resignation.

Date: _____ Signature: _____

* Delete where not applicable