



YOUNG ADULTS HANDBOOK

This book belongs to:

YOUNG ADULT HANDBOOK

The Developmental Programme has been tested and reviewed
after 18 months since 30 September 2011.

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WHAT YOU NEED TO KNOW

BACKGROUND

By joining the Young Adult (YA) Branch of Girl Guides Singapore (GGS) you join an organisation that has a history of almost 95 years of service to girls and young women and is affiliated with the World Association of Girl Guides and Girl Scouts (WAGGGS), a ten million strong umbrella association from 145 countries and the largest voluntary movement in the world dedicated to girls and young women.

Girl Guiding/Girl Scouting is open to all girls and young women whatever their religion, ethnic group or background. A Girl Guide or Girl Scout accepts the Fundamental Principles as expressed in the original Promise and Law based on spiritual values, personal development and commitment to helping others. It gives a purpose and meaning to life and provides Girl Guides/ Girl Scouts with a set of values such as honesty, responsibility, integrity, loyalty, respect, tolerance, self-awareness and a moral framework. In the years since the founding of Guiding, tens of millions of girls and women have made the Promise each in her own language. Although the words and the emphasis vary from nation to nation, the essential meaning is as Baden-Powell originally intended.

There is a unique bond of friendship that stretches around the world when you participate in the international activities of GGS and WAGGGS, either with Guiders if you are girls, or on your own or with friends as young women.

In the younger age groups the girls are led by capable women, Guiders, who allow the girls to develop and manage themselves through the Patrol System, the forming of groups and self government appropriate to age. In the YA age group the young women have moved on from there to manage themselves.

Young Adult Branch Singapore

The Young Adult Branch offers you flexibility, self direction and choice as members of the senior Branch of GGS. Young women aged 17-25 who have been involved in the younger Branches, join because they wish to extend their relationship with GGS; other young women join to commit to the values of GGS and form friendships amongst peers.



The Branch is run by YAs for YAs through a Young Adult Branch Council (YABC) which meets the needs of the members and the policies of GGS. The Executive Committee (ExCo) of GGS appoints a YA Branch Commissioner to be the link between it and the YAs and to ensure the smooth conduct of the YA Branch. See YA BRANCH WAYS OF WORK on page 34 this of Handbook.

YAs are grouped together in Chapters in different parts of Singapore to carry out the Programme, forming relationships within and across other Chapters and coming together as a Branch when required. See YA CHAPTERS on page 29 of this Handbook.

THE DEVELOPMENTAL PROGRAMME

The Developmental Programme, the whole experience you have in YAs, follows the tradition of other member organisations of WAGGGS (<http://www.wagggsworld.org>) for this age group of focusing on engagement with the wider world.

You concentrate on developing your ability to take a confident place in the adult world whilst still carrying on your responsibilities as a member of GGS. As you make the YA Promise to extend service to the local and world community you will know that you are joining a worldwide group of young women who have done the same.

The Programme aims to provide fun and

- personal growth within a progressive self development framework
- enjoyment of the outdoor life
- community service
- flexible commitment
- leadership participation within GGS and outside
- participation in advocacy programmes
- participation in WAGGGS' Initiatives
- participation in international events and service projects
- participation in small groups interacting and working with like minded people

The Programme, uniting us with the rest of the 145 member organisations that comprises WAGGGS, is based on a **core** that will flow through all that you do:

- WAGGGS and thus GGS Fundamental Principles - the Promise and Law expressing our values
- service
- leadership
- participation in international initiatives

From this core, to meet the needs of the young women in Singapore, we have grown 6 Programme **Focus Areas** that are interconnected or stand alone as you wish, which you can work at your choice, your pace, on your own or with others.

Programme Focus Areas

- 5-Point Programme
- Social Networks
- Service
- Leadership in GGS
- Peer Educator
- NYAA Programme

A complete explanation of the Focus Areas starts on page 11 of this Handbook.

GGG VALUES

As a new YA you will explore the Promise and Law, which are the Fundamental Principles of WAGGGS and thus GGS expressed as a code of conduct and promise to live that code with the extended responsibility to the wider community.

After you have been enrolled you will continue this exploration throughout your membership as you grow in your development and experience. The values are further explained on the GGS website (<http://www.girlguides.org.sg>) RESOURCES, TRAINING RESOURCES, Fundamental Principles

YOUNG ADULT MEMBERSHIP

YA Membership

You are invited to join YAs if you are aged between 17 to 25 and want to:

- explore WAGGGS Fundamental Principles as expressed in the Promise and Law
- make and follow the GGS YA Promise
- join a Chapter
- complete the YA Introductory Course and become enrolled
- explore all aspects of leadership, including self government and decision making
- participate in WAGGGS initiatives as GGS decides and facilitates
- self direct your personal growth through the Programme Focus Areas
- work in small groups to achieve your own self development goals and help other YAs to achieve theirs
- work in small groups for certain projects / ad hoc activities

Maintenance of Membership

To maintain your membership you:

- Annually pay capitation fee (S\$8.00 as at 2019)
- Attend the Annual General Meeting (AGM) and Renewal of Promise (ROP) of the YA Branch, else be able to provide medical, examination or compassionate reasons not to attend
- Attend at least 4 gatherings/activities of the YA Branch held throughout the year
- Give at least 10 hours of service per annum, including preparation and execution, to Girl Guides Singapore (GGS) HQ organised activities such as Thinking Day, AGM, Guiders' Conference, GGS Trainings etc.

Expectation of YAs by GGS

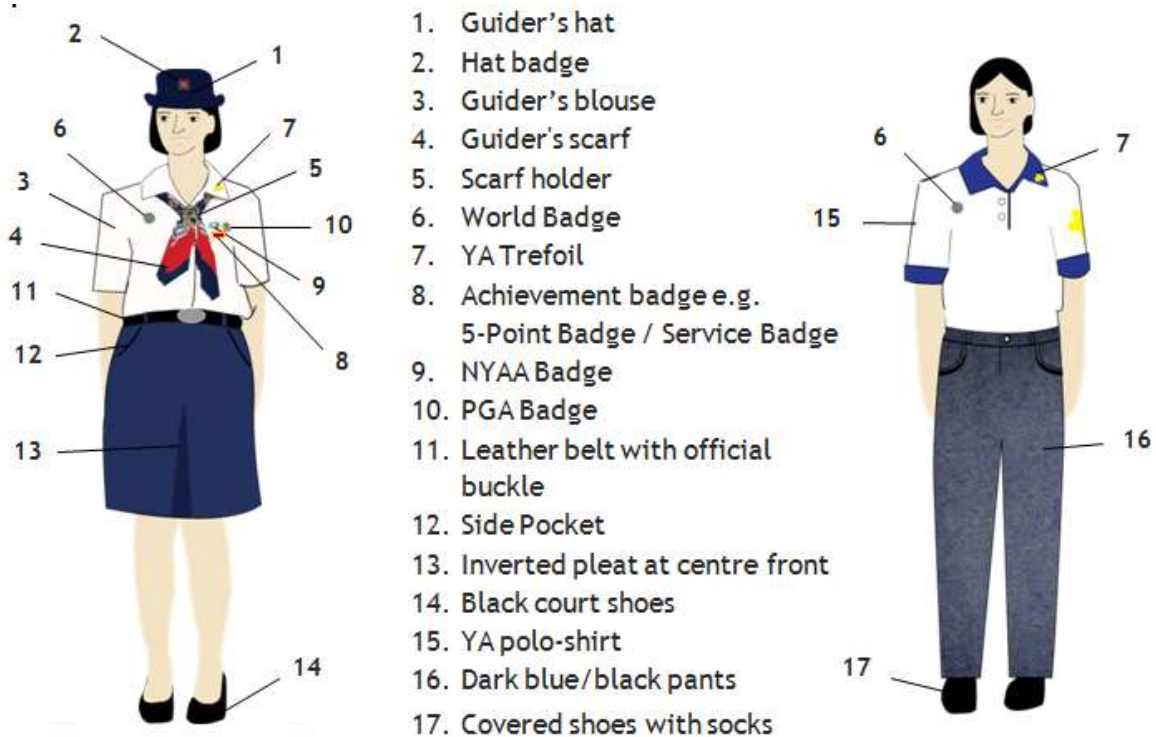
The expectations of you by GGS are in line with the expectations of Brownies, Guides and adults who become a member of GGS. The GGS Constitution explains that YAs are the third Branch of the girl members of GGS and are aged 17-25 and have girl member privileges not adult member privileges.

As soon as possible after joining a YA Chapter you will complete the Introductory Course to give you a general understanding of the YA Branch and Guiding fundamentals from the point of view of your age group, then make the YA Promise. After that you will self direct your own personal growth and participate in the activities of your Chapter and the YA Branch. See INDUCTION PROGRAMME of page 10 on this Handbook.

YA UNIFORM

GGS, like members of all WAGGGS member organisations, is a uniformed group and the YA Branch has both an official and working uniform. If any other variations are needed e.g. pants/long skirt, please seek permission from the YA Branch Commissioner.

The working uniform is the YA t-shirt, dark blue or black pants or jeans and covered shoes.

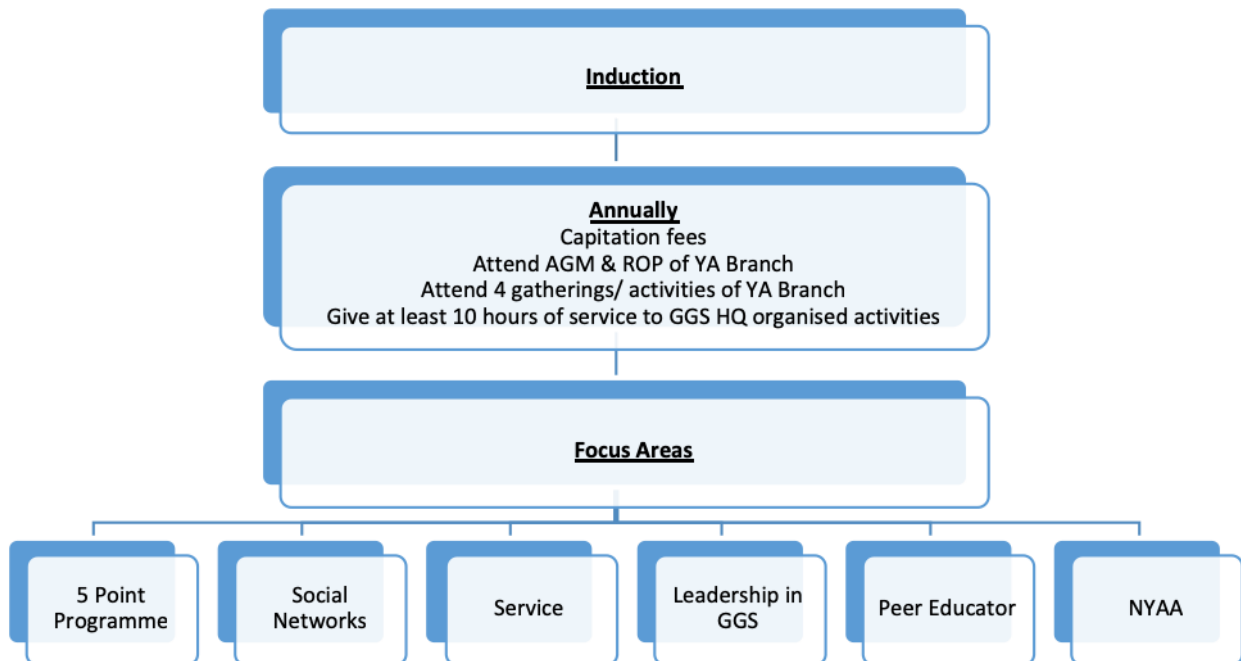


PARTICIPATION

The YA Branch knows that today’s 17-25 year old young women have demanding, competing and at times conflicting calls on their time and the manner of participation in the Programme takes this into account.

There are few ‘musts’ in the Developmental Programme and they are: attend the Introductory Course; make the YA Promise; pay capitation fee; attend AGM and ROP; attend at least 4 gatherings/activities of the YA Branch held throughout the year; do at least 10 hours service for GGS HQ, and the rest is your choice.

Your participation in the Programme might look like this:



Chapters

Your Chapter manages itself, deciding the yearly calendar of activities and how often the members meet. Chapters have to organise at least 10 activities per annum, and are encouraged to invite members of other Chapters to participate in their activities.

Your Chapter will ensure that the Promise to serve in the wider community is represented in the Chapter. The service may range from fundraising for a particular purpose in the community, to actually

participating in service projects arranged by other YAs and or requested by GGS. See CHAPTERS on page 29 of this Handbook.

Members

Members join the Chapter they are allocated in and take responsibility as well as self direct their own personal growth as a YA regardless of how their Chapter chooses to follow the Developmental Programme. Other than meeting the basic requirements as a YA, members will decide if they wish to participate more broadly in the Programme, such as in activities from other Chapters, YA Branch, GGS or WAGGGS, than what their Chapter offers.

Besides involving in your own Chapter activities, you can form small groups to achieve your own goals and help other YAs to achieve their goals without the direction of a Guider. You will decide your involvement, your activity, make your own plans and find your own money. These groups may be formed from within your own Chapter or from other Chapters or the wider community. Some financial assistance may be available within strict guidelines so contact the YA Branch Commissioner for details.

MOVING ON

It will be time to move on after your involvement with the YA Branch when you turn 25. You will have gained many skills and made many friends. Ask yourself what you would like to do with all you have gained.

Positions on GGS ExCo and its sub-committees are available; you can help in particular events being organised; continue your training as a Peer Educator and become a certificated trainer of adults and or children. The Trefoil Guild is there offering to continue the fun, friendship and service that you have experienced with YAs.

What do you think GGS could expand into? Follow this up.

Talk to the YA Branch Commissioner about the many opportunities available.



INDUCTION PROGRAMME

Introductory Course

Induction is mandatory for all new members, including past Guides.

The aim of the Introductory Course is to provide a general understanding of the YA and Guiding fundamentals from the point of view of your age group and is conducted by the YA Vice Chairman in consultation with the YA Branch Commissioner and the GGS Training Commissioner.

The course comprises:

- WAGGGS Fundamental Principles
- History of Guiding & YA Branch
- Relationship of YAs to WAGGGS through GGS
- Basic Structure of WAGGGS
- Structure of GGS
- Responsibilities and privileges of being a YA
- YA Developmental Programme

On completion of the Course you will make your Promise if you are a new member of GGS. If you were a Guide you will renew your Promise with the additional commitment to take the Promise into the wider world.

Promise Ceremony

Your Promise Ceremony will be something like this

YA Branch Commissioner: *Do you wish to make the YA PROMISE?*

YA: *Yes*

YA Branch Commissioner: *Please do*

All YAs and others present will salute as YA makes her Promise

YA Branch Commissioner: *What is the additional commitment to the Promise for a YA?*

YA: *To take my Promise into the wider world*

PROGRAMME FOCUS AREAS

The Programme Focus Areas are a collection of activities that can be used by Chapters and YAs after completing the Induction Programme and whilst participating in the core Programme.

The 6 Focus Areas are designed to give choice of involvement allowing Chapters and YAs to opt in and out with the option to choose as many Focus Areas in which they wish to play a part. It is also possible to do a particular section of a Focus Area for interest and development but not seek an Award.

The Head of Programme Development of the YABC will co-ordinate the 6 Focus Areas. Chapters may include more than one Focus Area within its management of the Developmental Programme.

Objectives of Focus Areas

Overall

To offer a multi faceted programme of flexibility and choice for self direction and progression to young women exploring their potential.

Social Networks

To provide opportunities for fun, friendship and social contact, indoor and outdoor, forming small groups to follow a common interest.

Service

To provide opportunities to give service yet with learning and as part of the young woman's growing commitment to WAGGGS' Fundamental Principles.

Leadership in GGS

To continue to provide opportunities to develop leadership skills that is a core element of GGS training of girls and young women.

Peer Educator

To provide the opportunity to develop leadership and training skills, growing towards contributing to education of peers and younger.

5-Point Programme

To provide the opportunity to explore potential in a progressive framework that continues from the earlier age groups in GGS whilst offering choice and self progression.

NYAA Programme

To provide the opportunity to participate in a programme and gain an award that is well recognised in the Singapore community.

FOCUS AREA - 5-POINT PROGRAMME

The GGS 5-Point Programme has a progressive framework and some of the above Focus Areas will fit some of the modules (i.e. Healthy Lifestyle, Service, WAGGGS, etc.). If you wish to take up this Area you will do so in a self directed manner, completing in your own way in your own time, forming small groups as necessary.

The 5-Point Programme is coordinated by the Head of Programme Development of the YABC who continually seeks out ideas and opportunities. The Programme Development Committee processes the submitted plans within 2 weeks of receipt.

Every Point in the 5-Point Programme will involve 3 segments:

1. Learning and or Self Improvement
2. Performing
3. Application and Assessment

Awards

At the completion of each Point a certificate is awarded; when all Points are completed the 5-Point Programme badge will be awarded.

To participate

Topics for activities are suggested in each module under each Point and you may choose your own topic. It is up to you to expand the topic of your choice into an activity that will fit with the 3 segments of progression outlined above.

You will choose and complete one activity from each module under each 5-Point to gain the 5-Point Programme badge.

Activities under one module may gain credit under another, subject to the YABC's approval and on the recommendation of the Head of Programme Development. Activities do not have to be attempted in any order and you may do multiple activities in multiple modules but the completion of one from each module is necessary to gain the certificate.

You may work on your own, in pairs or with a small group of 3-4 people. The Performing, Application and Assessment must be carried

out so that the assessor or YABC, whichever is appropriate, can ensure each YA has adequately learned and is able to apply the topic.

After choosing your activity from within a module, gather your small group if you are working with a group, prepare and submit the 5-POINT PROGRAMME APPLICATION FORM to complete the activity, with suggestion for assessment, on the relevant form to the YA Programme Development Committee for immediate action. See GGS website I'M A... YOUNG ADULT, FORMS, 5-Point Programme Kit.

If you attempt the clauses for NYAA under this Focus Area the clauses must be carried out in the same manner as any 5-Point activity other than the submission to NYAA Coordinator, within the 3 segments as described below.

1. **Learning** and or **Self Improvement** will be chosen by yourself
2. **Performing** can be achieving the certificate if offered, e.g. first aid, or meeting the skill level demanded, e.g. a sport
3. **Application** is by sharing with members of a Chapter, Brownies, Guides, or others. Sharing can take the form of service, Peer Education, advocacy, games / activities that shows that you can apply what has been learned, and will be the place you are assessed.

Part of the **assessment** will include a reflection on what has been learned, what GGS values have deepened and what you intend to do with the learning to further deepen your understanding of the value. To complete the 'Application' section for Service you will produce a portfolio of the service given and share the contents of the portfolio. The portfolio may be digital.

Forms of assessment

Self / peer / YABC / specialist / mix of all.

FRAMEWORK		
<u>POINT 1</u>		
Personal Development - <i>to enable a girl to develop to her fullest potential</i>		
Healthy Lifestyle	Arts & Cultural Development	Leadership Development
<ul style="list-style-type: none"> • Health Promotion Board current health focus Health education • Health talks • NYAA module Physical recreation • Sports competition with Guider • Sports in a safe way • Self esteem • Social etiquette • Image • Art therapy • Public speaking • Topic of your choice 	<ul style="list-style-type: none"> • Museums visits • NYAA module Skills • Concerts • Noise SG. • Arts Education Programme Art Performance • Creative writing • Photography • Scrapbooking • Handicrafts • Topic of your choice 	<ul style="list-style-type: none"> • Leadership from Programme Focus Area 'Leadership' • Unit Helper • Sub committee member of GGS and or YA • Peer Educator • Organise an event as Project leader • Leadership course • Topic of your choice

<u>POINT 2</u>	
Home - <i>To enable a girl to develop skills to maintain a home</i>	
Personal Responsibility	Life Skills
<ul style="list-style-type: none"> • Healthy eating - cooking • Hostess • First aid • Peer Educator • Civil Defence • Neighbourhood Watch • Topic of your choice 	<ul style="list-style-type: none"> • Financial management • First aid • Planning for future • Career talks / visits • Fundraising - fund development • Project management • Self defence • Topic of your choice

<u>POINT 3</u>	
<i>Outdoor - To enable a girl to develop an awareness and appreciation of the natural world</i>	
Outdoor Skills	Environmental Responsibility
<ul style="list-style-type: none"> • NYAA module adventurous Journey • Hiking • Camping - helping GGS, such as QM, first aid, activities etc • Camping - having a YA Camp • Canoeing / Kayaking etc Courses • Swimming • Lifesaving • Night cycling • Peer Educator for Camp Skills • Topic of your choice 	<ul style="list-style-type: none"> • Visits to organisations / sites promoting environment e.g. New Water Marina Barrage • WAGGGS Biodiversity Badge • Recycling • WAGGGS Climate Change Badge • Talks - attend / invite • Earth Hour • Topic of your choice

<u>POINT 4</u>		
<i>Community - To enable a girl to develop the ability to relate to and communicate with the wider world</i>		
Multi-cultural Exchange	Service	Advocacy
<ul style="list-style-type: none"> • Religious Knowledge - visits to places of worship • NYAA Nexus website • Racial harmony • Interracial celebration • Social Etiquette + • Topic of your choice 	<ul style="list-style-type: none"> • Service from Platform Focus Area 'Service' • NYAA module Service • Service Learning • International Service • Organise Service for GGS • Topic of your choice 	<ul style="list-style-type: none"> • Public Speaking • Work through WAGGGS' Advocacy Tool Kit • Peer Educator • Topic of your choice

<u>POINT 5</u>	
<i>International - To enable a girl to develop a commitment to Guiding values</i>	
Exploring Fundamental Principles as a YA	WAGGGS
<ul style="list-style-type: none"> • Spirituality Kit - WAGGGS • WAGGGS Initiatives - MDGs • Rights and Responsibilities • Moral values eg sex; smoking; drugs • Retreat to explore Fundamental Principles and self • Topic of your choice 	<ul style="list-style-type: none"> • Participate in WAGGGS events • Host international guests • Visit WAGGGS' Member Organisation, make contact with Girl Guides and learn about the country and Guides • GGS relationship and relationship to WAGGGS • YAs rights under GGS Constitution • Topic of your choice

FOCUS AREA - SOCIAL NETWORKS

We all join groups and participate because we make friends and this Focus Area is to meet that need. All Chapters may include this Focus Area as part of their overall programme.

Some reasons for Chapters to take on this Area are below:

- to focus on a particular Focus Area
- to explore a special area of interest
- to get together a few times a year to catch up with each other

Awards

Particular awards are not specifically earned in this Focus Area, however external certificates and awards may be gained.

To Participate

Chapters will include this Focus Area in the general running of their Chapter as they wish.

FOCUS AREA - SERVICE

Service has always been an essential part of Guiding from the Brownie's 'Lend a Hand' through the Guides' 'Good Turn' to the greater focus on service to the community by the senior branches of Guiding organisations as an important aspect of their commitment to the Fundamental Principles. YAs give many hours of service to GGS in countless different ways and this Programme Focus Area will give opportunity for

- **Service 1** - to GGS to maintain membership
- **Service 2** - to the wider world, local and international, with commitment to the Fundamental Principles.
- **Service 3** - as service learning to GGS or another non-government organisation (NGO) or Government Organisation (GO)

Awards

- **Service 1** - Hours will be earned to maintain YA membership
- **Service 2 & 3** - YAs can attain bronze, silver and gold badges and certification will be given at the completion of each level. Credit may also be earned under 5-Point Programme - Point 4, Service and the NYAA syllabus.

To Participate

Service 1 - to GGS

Will continue as now where YAs assist whenever necessary and earn at least 10 hours of service to maintain their membership criteria of the YA Branch. The YABC will decide what service will qualify, but Leadership in GGS and Peer Educator will not qualify.

The YA has the responsibility to keep account of her service hours. If YAs wish to use their service to HQ to fulfill school requirements, YAs will have to submit the YOUNG ADULTS SERVICE AND CCA RECORD FORM to the YA HQ support staff and Head of Membership of YABC for verification. Please request the form from the YA HQ support staff.

Service 2 - to the wider World

Will be a sustained service within the community chosen by you and approved by the YABC. You will decide the service focus and the organisation(s) you wish to work with.

The Service Badge will be awarded when you complete the required number of service hours as follows:

Bronze: At least 30 hours spread over duration of 36 months.

Silver: At least 60 hours spread over duration of 36 months.

Gold: At least 90 hours spread over duration of 36 months.

You may change the type of service and the organisation after the first 6 months but may only work with up to 3 organisations over 18 months.

Note that GGS HQ can also be counted as the organisation you choose to render service to.

If the service is being carried out as part of this Focus Area, you decide the service and the organisation and submit the details to the YABC Programme Development Committee for approval. The YABC Programme Development Committee will respond within 2 weeks of submission. At the completion of the service you submit notice and supporting documents that the service is completed (or you have stopped) to the YABC Programme Development Committee, including a reflection on what has been learned, what GGS Values have deepened and what you intend to do to further deepen your understanding of the values. The YABC Programme Development Committee, in consultation with YABC, will authorise the presentation of the Service Badge after verification.

Service 3 - as Service Learning

This refers to service rendered to GGS or another NGO or GO focused on the assignment and developing the YAs involved especially in leadership and project management. The expectation is that when there is a special event and YAs are needed to help they will be given overall control of the project they are assigned be it stand alone or part of a big event.

Overall control means once the project is assigned with appropriate and agreed objectives and outcome expectations, the YA is responsible for the planning and executing of the project through to its conclusion. It can also mean being mentored or supervised but changes will not be made without the complete consent and input of the YA.

If this service is being carried out to comply with the 5-Point syllabus then the three segments of the activity will need to be completed and the 5-Point Programme Application Form will need to be submitted to the YABC Programme Development Committee.

If the service is being carried out as part of this Focus Area, you decide the event in which you wish to participate to carry out this service project, or contact the YA Head of Programme Development to ascertain events coming up that would involve such service. You submit a plan of action of the service project, with budget if appropriate, that you wish to carry out to the YABC Programme Development Committee and GGS / NGO / GO involved. The YABC Programme Development Committee will respond within 2 weeks of submission. You must keep the GGS, NGO or GO point-of-contact up to date with progress of the project.

To complete the project management learning part of this service you will submit a final report to the YABC Programme Development Committee and the GGS / NGO / GO point-of-contact involved at the end of the project including a reflection on what has been learned, what GGS Values have deepened and what you intend to do with the learning to further deepen your understanding of the values.

FOCUS AREA - LEADERSHIP IN GGS

Leadership is not only about being at the ‘top’; it is about having the skills to be someone who contributes positively in a group, who is listened to and whose ideas are taken up. Guiding continually develops leadership skills from Brownies’ Sixes, Sixers and Pow Wow to Guides’ Patrols, Patrols-in-Council and Patrol Leaders’ Council. You have the opportunity to take up leadership positions in GGS such as

1. positions on the YABC
2. leader or committee member of a YA Chapter
3. leader of a small group in participation in a chosen activity
4. Unit Helper
5. Camp Specialist
6. serve on one of the GGS Standing Committees

Awards

All leadership positions may earn credit under the 5-Point Programme Point 1, Leadership Development. Unit Helper receives a Unit Helper Warrant Certificate.

To Participate

If this service is being carried out to comply with the 5-Point syllabus then the three segments of the activity will need to be completed and the 5-Point Programme Application Form will need to be submitted to the YABC Programme Development Committee.

If the leadership is being carried out as part of this Focus Area you will decide what form of leadership you would like to carry out and notify the YABC Programme Development Committee who will respond within 2 weeks of receiving the request with instructions for further actions.

Positions on the YABC are varied; the leadership requirement is for 24 months and a number of meetings throughout the year. See YA BRANCH WAYS OF WORK on page 34 of this handbook.

- 1. Leader or committee member of a YA Chapter** is a commitment of 12 months and a number of meetings per year. See CHAPTERS on 29 of this Handbook.
- 2. Leader of a small group in participation in a chosen activity** is for the length of the activity and meetings would be as necessary.
- 3. Unit Helper** helps at a school's Guide or Brownie Meeting attending 75% of those meetings over 2 years and can do so until she turns 25. See UNIT HELPER on page 27 of this Handbook.
- 4. Camp Specialists.** YA with this certification can only act as camp first aiders, quartermasters and campfire leaders. The time requirement would be as needed for preparation and the length of the camp.
- 5. Serving as a member on one of the GGS Standing Committees** gives the YA an insight into the ways of work of a big NGO like GGS; the time requirement is according to individual committee schedules.

Training for Leadership

There is particular training needed for some of the leadership opportunities. The training for Unit Helpers, Camp Specialist, and GGS Committee Members are the responsibility of the GGS Training Committee and outlined in the Training Scheme of GGS. However, the Head of the Training Committee of the YABC is responsible for liaising with the GGS Training Committee to ensure the training takes place.

FOCUS AREA - PEER EDUCATOR

Becoming a Peer Educator gives you the opportunity to explore your leadership skills and the ability to share your knowledge. You train others on specific topic(s). You will

- complete a training in the topic of your choice
- gain accreditation in the topic you want to train

GGs topics could include

- Guide Badges such as Homemaker
- particular sessions at Patrol Leaders Training
- particular sessions at Sixers Training
- particular modules of the BTC1 & BTC2
- topics that GGS may think helpful for girl members on such issues as cyber bullying, eating disorders, safety on the internet etc.
- others

External topics could include

- kayaking
- first aid
- pioneering
- flower arranging or
- any others that GGS and YAs might be interested in

Awards

Particular awards may not be specifically earned in this Focus Area, however depending, on the course and topic that the Peer Educator acts on.

To Participate

If this service is being carried out to comply with the 5-Point syllabus the three segments of the activity will need to be completed and the 5-Point Programme Application Form will need to be submitted to the YABC Programme Development Committee.

If the Peer Educator is being carried out as part of this Focus Area you will decide on the activity or topic you would like to do as a Peer Educator and notify the YABC Programme Development Committee, who will respond within 2 weeks of receiving the request with instructions for further action.

FOCUS AREA - NYAA PROGRAMME

The NYAA programme is available to you. Some of the above focus areas fit some of the modules. If you wish to take this up you will complete it in your own way in your own time according to NYAA guidelines. More information can be found in the NYAA booklet and website.

Awards

Bronze, Silver or Gold Award on completion.

To Participate

The YA co-ordinates with the YABC and the GGS NYAA Facilitator. An overview is given below of the requirements.

Section	Bronze	Silver	Gold
Service	15 hours over 3 months	30 hours over 6 months	60 hours over 12 months
Adventurous journey	2 days and 1 night 12 hours activity, 6 hours each day	3 days and 2 night 21 hours activity, 7 hours each day	4 days and 3 night in remote area 32 hours activity, 8 hours each day
Skills	Follow chosen skill for 6 months	Follow chosen skill for 12 months if direct entry and 6 months if holder of Bronze Award	Follow chosen skill for 18 months if direct entry and 12 months if holder of Silver Award
Physical Recreation	Follow chosen activity for 20 hours over 8 weeks	Follow chosen activity for 30 hours over 10 weeks	Follow chosen activity for 40 hours over 12 weeks
Residential Project	N/A	N/A	Undertake a project which will have a beneficial impact on community at large

*The above information is based on the NYAA guidelines as of 02 February 2013

UNIT HELPER

A Unit Helper (UH) is a YA. She is the extra pair of hands who renders assistance to the Guiders at the Unit level. Having been a Brownie or Guide herself, she is familiar with the programme and understands the needs of the girls better.

A UH

- assists the Guider and supervises the Brownies or Guides in the absence of the Guider
- liaises between the Guider and Brownies or Guides
- facilitates meetings and activities
- is to be a support to the Brownies or Guides and Guider
- is to be an effective role model to the Brownies or Guides

However, UH must be aware that under no circumstances should she undertake the duties and responsibilities of the Guider, which includes testing of badgework and signing the Brownie or Guide Handbook.

To facilitate means to assist and not to run the whole show.

The Brownie or Guide to UH ratio is 1 UH to 15 Brownie or Guides (1 : 15 based on a group size of every 15 Brownies or Guides).

Unit Helper Requirements

A UH must first sign up as a YA, and

- attends the Introductory Course and be inducted
- non-Guide has to take an extra step by being enrolled as a Guide
- attends the UH Course conducted by YABC Training Committee in consultation with the GGS Training Committee
- continue to be an active YA member and fulfill the minimum requirements of YA membership maintenance

Upon completion of the course, a Unit Helper Warrant and a Unit Allocation letter will be issued to officially appoint you to assist in the Unit.

- If you are using UH as a CCA, you need to maintain 75% attendance in the assigned Unit for the first 2 years up to the maximum of 3 years depending on your post secondary school education (e.g.

junior college, polytechnic, Integrated Programme). The Guider-in-charge will verify this in writing. However, this is if your school or institution recognises your external CCA involvement.

- you may request for a YA Service and CCA Record signed by the YA Branch Commissioner if you want to claim CCA points for your UH involvement.
- can continue to serve till the age of 25 or when you cease to be a YA

Thereafter, your continued service in the same Unit will be subjected to the following conditions:

- the Unit's actual need for a Unit Helper
- the Brownie or Guide to Unit Helper ratio of 1 : 15 is maintained
- the discretion of the YA Commissioner and YABC, whose decisions are final

You may at any time bring to the attention of the YABC Training Committee or YA Branch Commissioner, any issue or doubts that you encounter at the Unit level during your service as a UH.

A UH shall at all times uphold the integrity of GGS and be faithful to the Guide Promise and Laws.

A UH may be dismissed by the YABC in consultation with the YA Branch Commissioner and Guider-in-charge due to misconduct, unsatisfactory performance or fails to do her duties without any supporting reason.

CHAPTERS

Early in the calendar year the Introductory Course is held followed by the Induction of the new YAs and a renewal of the Promise by others. During this time the different YA Chapters will give presentations on their Chapters to the YAs to share what they have been doing for the previous year.

Chapters are conducted knowing that flexibility, self direction and choice are the basic elements of belonging to the YA Branch but there are a few important ways of work needed to act in accordance with membership of GGS and the YA Branch. The YA Branch Commissioner and YABC make sure that the Chapter is conducted according to the GGS policies. Chapter members decide the interest of the Chapter and when, where, how often and for what purpose you meet.

If you wish to form a new Chapter please contact the YA Branch Commissioner and YA Support Staff for information.

HOW A CHAPTER WORKS

Members

- At least 6 YAs are required to start a Chapter
- the members are enrolled members or getting ready to be enrolled and the responsibilities of YA membership is outlined earlier in this Handbook on page 5
- Chapters and Chapter members are registered with GGS through the YABC and responsible to the YABC

Meetings and Groups

You meet together as a Chapter for activities, fun and self development.

The Chapter Leader informs all members when meetings and activities will be held; meetings should be held and not cancelled even if only a few have indicated attendance

- Chapter members have to attend at least 3 activities that the YABC holds throughout the year and the YA Branch Yearly Meeting. These

activities give you the chance to meet other YAs, to share what you are doing and to join and work together.

Management

Management means running the Chapter: keeping records; having meetings; making and carrying out decisions; finding money to do activities in accordance with GGS guidelines (see Finance below); setting the calendar of activities and getting help to run the activities and keeping the YABC up to date with the status of the Chapter.

- If there are less than 12 members, the members decide who takes responsibility to carry out the management tasks, but there is always an agreed Leader of the Chapter.
- If there are 12 or more members you elect a committee to manage the Chapter that comprises of: Chairman; Vice Chairman if required; Treasurer; Secretary, and up to 3 other persons who may be co-opted to serve.
- Each committee member has a term of office of up to one year, and is eligible for re-election of the same role for not more than 2 terms consecutively.
- A committee member may be dismissed by the Chapter Leader in consultation with the YA Branch Commissioner, due to misconduct, unsatisfactory performance or fails to do her duties without any supporting reason.

Records

Proper records are kept, so the secretary or designated person records the Minutes and sees that everyone involved get copies.

- She keeps a record of the members, ensures the members are up to date with their membership and informs the YABC Head of Membership of members records.
- She facilitates in the records of individual YA's participation, especially if they need verification of their service and CCA record and informs the YABC Head of Membership of changes.

Finance

You raise your own funds but there are strict rules about this because GGS is under the Charity Council and the way funds raised by GGS members is strictly controlled.

- You can raise funds amongst yourselves such as selling craft within your Chapter or at a YA activity or even at a GGS event with permission, such as the Guiders' Conference. Permission must be gained from the YA Branch Commissioner for any other fundraising, including asking for donations.
- You may apply for approval for funding from the YABC if you open your activity to all YAs and hold that activity at a time all may attend if they wish.
 - If you are going to seek funding from the YABC you will need to draw up the plans and apply at least in September of the year previous to the projected date of the activity as the YABC will need to include your submission (if approved) in the budget for the next year; the YA Branch Commissioner will put that budget to ExCo for approval in October.
 - However, if, in the course of the year there is a programme which you think is suitable for the YAs you may put it forward as a proposal at least 3 months in advance to the YABC for approval.
- Proper records are kept of financial proceedings and any money collected is accounted for and is kept with the GGS funds or the institution's funds if appropriate; no Chapter keeps its own funds. See YA Branch Commissioner for details.
- The accounts will be audited annually by the Treasurer of the YABC

Mentor

The Chapter decides if it would like to have a mentor; for details of a mentor and how the system works with Chapters see page 33 of this Handbook.

Conflict Resolution

Conflict is part of life and how we manage it helps us grow within ourselves and becomes part of our values system. In a YA Chapter, the

members who are involved in the conflict try to manage it between themselves. If this is not successful, if they have a mentor they will call on her, and if not they will call on the YA Branch Commissioner.

It is vital to remember that all persons involved in the conflict are important so it is best that other members do not take sides or repeat stories.

PROGRAMMING ACTIVITIES FOR CHAPTERS

Planning

It is a good idea to formulate a calendar of meetings and activities for a few months and even a year so all of your members know what is happening. Refer to GSS website RESOURCES, TRAINING RESOURCES, Programme Ideas or consult the YABC Programme Development Committee for more ideas.

Points to consider

Be aware that all members have competing times and what is decided at one point may not be able to be carried out at another so do not be disappointed but try to do all activities even though only a few indicate attendance. However if you have given your word to your Chapter that you will attend do try to stay committed and turn up.

Consider opening invitations wide from the start to other chapters, other GGS personnel, such as Guiders and Guider, and people from the wider community; you will meet other people to broaden your outlook and give greater awareness of your chapter and the YA Branch to GGS and the wider community.

CHAPTER LEADERS MEETING

Chapter Leaders / Chairmen will gather at least once a year, other than the Yearly Meeting, with the YA Branch Commissioner and members of the YABC to give an update on, and share development; activities; and concerns of the Chapters.

MENTOR

Each Chapter may ask a suitable person to become a mentor to that Chapter only.

The Chapter decides if it would like to have a mentor, and will discuss and seek approval with the YA Branch Commissioner, the reason and the role of the mentor. Members will then choose and approach the mentor once the YA Branch Commissioner approves.

If the mentor accepts the role, the YA Branch Commissioner will conduct an introductory talk to the mentor so that she understands and meets the requirements of her role.

The mentor could be a

- present or past member of GGS
- trusted person in the community

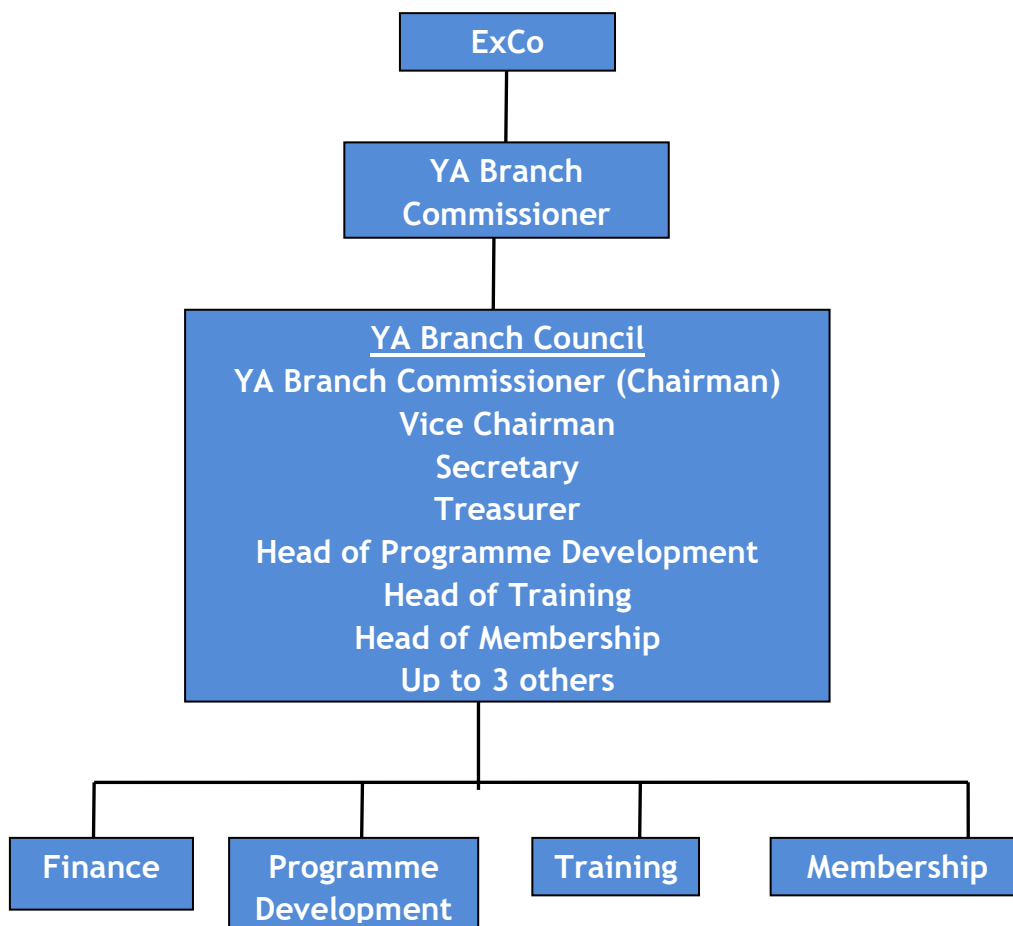
The mentor will be someone who

- is 21 years or above
- does not make decision for or on behalf of the Chapter
- does not interfere with the final decision of the YA Chapter
- is an advisor and does not have operational or administrative power unless bestowed by the YA Branch Commissioner when required
- listens
- offers no orders or direction
- is a trusted 'shoulder'
- helps others explore opportunities
- has good ideas about how to deal with difficult situations
- shares their experience and knowledge
- helps others to stay on track and reach their goals
- stays independent not getting personal

YA BRANCH WAYS OF WORK

The YA Branch is a committee of the GGS ExCo thus there is an element of control by the ExCo as for all its committees; ExCo appoints the YA Branch Commissioner to ensure the GGS' policies are implemented in the YA Branch.

However the YA Branch is run by YAs for YAs under the YA Branch Commissioner so there is great opportunity to influence the direction of the Branch through participation in decision making. All YAs come together once a year for the Yearly Meeting of the Branch where the YABC reports on the activities and growth of the Branch. At this meeting the new YABC and committees as well as plans for the Branch for the coming year and beyond are presented.



YA BRANCH COMMISSIONER

A YA Branch Commissioner is appointed by the GGS ExCo; she

- is the link between the GGS ExCo and the YA Branch
- is the person responsible for the smooth conduct of the Branch, ensuring that GGS' policies and decisions relating to the YA Branch are implemented
- submits the annual plans and budget for the YA Branch to the ExCo
- is Chairman of the YA Branch Yearly Meeting and the YABC meetings with an original and casting vote if there is a tied vote
- together with the YABC Vice Chairman ensures responsibilities of YA Branch are carried out
- together with the YABC Vice Chairman and Head of Finance of YABC ensures the YABC strategic and action plans, with budget, are drawn up and submitted to the Yearly Meeting
- together with the YABC Vice Chairman and Secretary draws up agenda and monitor implementation of action of minutes of the YABC
- finalises the choice of appointments for YABC and committees in consultation with the YABC Vice Chairman
- inducts new YAs
- appoints mentors, if requested, to a Chapter in consultation with Chapter members and if required, YABC
- has oversight of the budget expenditure
- oversees funding requests from Chapters

YA BRANCH COUNCIL

The YABC is not a Chapter; its overall responsibility is to ensure the YA Branch grows and the members have an up to date progressive self development programme. It meets at least 4 times a year, chaired by the YA Branch Commissioner.

It is responsible for

- developing the direction and plans, including budget, for the YA Branch in line with the GGS Strategic Plans and the needs and aspirations of the YA members
- managing the Branch
- forming such ongoing committees and other committees as necessary to carry out its responsibilities
- recruiting new members, opening new Chapters and appointing the Head of Membership Committee to liaise with the Chapter as necessary
- monitoring the implementation of the Developmental Programme, the maintenance of its quality and coordinating its use to meet the Mission of GGS
- meeting at regular intervals to ensure above and plan centralised gatherings for all members across the Chapters

Ongoing Committees

The ongoing committees for the YABC are

- Finance
- Programme Development
- Training
- Membership

See below for more information about committees.

Officers

The YA Branch Commissioner is the Chairman of the YABC with the responsibilities stated on the previous page. She holds this role as she is appointed by the ExCo of GGS in accordance with the GGS Constitution, Article 29.7.

Other Officers of the YABC are presented at the Yearly Meeting:

- Vice Chairman
- Secretary
- Treasurer
- Head of Programme Development
- Head of Training
- Head of Membership
- Up to 3 other members may be co-opted based on projected plans

Appointment of Officers (except the Chairman)

Three months before the Yearly Meeting the YABC decides the skills needed in the positions to be vacant and calls for nominations outlining the skills necessary. They request those nominating to submit an application form, available on the GGS website I'M A... YOUNG ADULT, FORMS, Nomination of YABC & Committee Members showing their ability to undertake the particular office and reasons for wanting to do so.

Appointed members hold office for two years and are eligible for re-appointment for a further two years. No member may serve in any capacity for more than four years accumulatively, but may in extenuating circumstances with the approval of the YA Branch Commissioner and the YABC be able to serve another year.

- Only registered YA members who have paid the latest capitation fee may nominate or be nominated for a position
- Members may be nominated by another YA or may nominate themselves but their Chapter must endorse the nomination

- Two months before the YA Branch Yearly Meeting the YA Branch Commissioner and YABC Vice Chairperson will short list the nominations and finalise the positions
- The new Officers and committee members will be presented at the Yearly Meeting.

Committees of the YABC

There are ongoing committees for the YABC as outlined above and the YABC may form other committees or small groups at times necessary for specific purposes identified by the YABC.

- All committees
 - are chaired by a YABC member
 - consist of 2-3 members, including the YABC member
 - meet as and when necessary
- The YABC member
 - chairs the meeting
 - ensures Minutes are taken and distributed to members after the meeting
 - reports as necessary to the YABC on relevant business

Appointment of Members of Committees

Two months before the Yearly Meeting the YABC calls for nominations expressing interest and outlining the reason for wanting to join a particular committee. Appointed members hold office for two years depending on requirements and are ineligible for re-appointment to the same committee without agreement from the YABC.

- Only registered YA members who have paid the latest capitation fee may nominate or be nominated for a position.
- Members may be nominated by another YA or may nominate themselves but their Chapter must endorse the nomination.
- 1 month before the YA Yearly Meeting the YA Branch Commissioner and YABC Vice Chairperson will short list the nominations and finalise the positions.
- The new members will be presented at the Yearly Meeting.

Duties of Officers

Vice Chairman

- Represent the YA Branch Commissioner as appropriate, including attendance at the ExCo Meeting (GGS Constitution, Article 29.7) and make decisions on her behalf when she is not available
- Chair the YABC when the YA Branch Commissioner is not available or at her direction
- Represent YA Branch as necessary
- Together with the YA Branch Commissioner ensure responsibilities of YA Branch are carried out
- Together with the YA Branch Commissioner and YABC Head of Finance, ensure the YABC strategic and action plans, with budget, are drawn up and submitted to the Yearly Meeting
- Together with the YA Branch Commissioner and Secretary draw up agenda and monitor implementation of action of minutes of the YABC
- Finalise the choice of appointments for YABC and committees in consultation with the YA Branch Commissioner

Secretary

- Together with the YA Branch Commissioner and Vice Chairman draw up agenda for meetings and monitor implementation of actions of Minutes
- Call YABC members to meetings and circulate relevant documents
- Take, write and distribute Minutes of meetings
- Provide administrative support to YABC

Treasurer

- Cost the yearly action plan, develop annual budget for approval in consultation with YA Branch Commissioner and Vice Chairman and monitor expenditure
- Source funding for action plan items in accordance with GGS policies and guidelines and apply for such funding through the GGS Office if approved by the YA Branch Commissioner, the YABC and GGS

- Keeps records of YA Branch expenditures and ensure all items of expenditure are accounted for with a receipt / supporting documents
- Annually audit the accounts of the Chapters

Head of Programme Development

- Focus Area responsibilities
 - Coordinate all Developmental Programme Focus Areas
 - Source, record ways to support YA members to carry out these Focus Areas
 - Ensure the relevant records of progress of YAs in all essential areas of the Developmental Programme information are kept
 - Ensure plans and enquiries regards to the Developmental Programme, are answered within 2 weeks of receipt and report to the Programme Development Committee at its next meeting
 - Organise meetings, at the direction of the YA Branch Commissioner and YABC, to develop the strategic and action plans in line with GGS Mission and Strategic Plan
- Research and make suggestions for YABC activities to be placed in the YABC action plan for the maintenance of membership
- Ensures the core topics of the Developmental Programme of the YA Branch: commitment to the Fundamental Principles; service; leadership; and WAGGGS Initiatives as decided by GGS find a place in the strategic and action plans
- Constantly check and make sure information of YA Branch in the GGS portal is up-to-date
- Liaise with the Head of Training

Head of Training

- Co-ordinate the Training in the YA Branch in consultation with the Programme Development Committee, YABC and the GGS Training Committee to meet the needs of YAs and ensure the trainings take place within a reasonable time frame such as 6 months from request
Such training will include but not be limited to
 - Unit Helpers
 - Peer Educators

- Other leadership trainings, either outlined in the Focus Area Leadership or considered needed by YAs
- Upgrading skills to manage the YABC and Chapters such as accounts and record keeping; conducting a meeting; planning; project management.
- Training that the YABC identifies as necessary
- Introductory Course
- Annually survey YABC, Chapters and yas to gather information of training needs and ensure those needs are met by inserting them into the strategic and action plans and coordinate matters to see the trainings happen
- Ensure that all necessary trainings outlined above appear in the strategic and action plan as needed
- Liaise closely with the Head of Programme
- Represent the YA Branch and its interest in the GGS Training Committee

Head of Membership

- Record the maintenance of membership of yas as per the clauses of membership
- Keep records of registration and payment of capitation fees
- Keep up-to-date YA attendance for future reference concerning CCA Record and ensure the information is passed to the YA support and IT staff
- Maintain Facebook account
- Ensure the promotion of the YA Branch continues throughout the year
- Liaise with Chapters to
 - record the membership of the Chapters and ensure the information is passed to the YA support and IT staff
 - canvass the needs of the Chapters and inform the YABC
 - promote YA activities and opportunities for YAs

- Liaise with GGS support staff to confirm attendance to future YABC events, and reconfirm attendance with YA near the event
- Arrange manpower for HQ organised events or YA related activities, at the direction of the YA Branch Commissioner and the YABC Vice Chairman

Management of YABC

- Appointed members has a term of office of up to two years and are eligible for re-appointment of the same role for not more than two terms consecutively.
- No member may serve in any capacity for more than four years accumulatively, but may in extenuating circumstances with the approval of the YA Branch Commissioner and the YABC be able to serve another year.
- A committee member may be dismissed by the YABC in consultation with the YA Branch Commissioner, if due to misconduct, unsatisfactory performance or fails to do her duties without any supporting reason.

MANAGING THE BRANCH

The YA Branch is managed by the YABC and means ensuring that everything that is decided at the Yearly Meeting is carried out or deciding that it cannot be carried out and letting members know accordingly. This is done through

- having regular meetings with proper agenda that refer back to decisions made so that the meeting can know if they will be carried out and if not decide what to do.
- keeping minutes that show who will do what and by when.
- ensuring the committees carry out their duties and report what is necessary to the YABC so that it can be sure the business of the committee is being done.
- ensuring the Developmental Programme is up-to-date and beneficial to the YAs, and make revision if required.
- keeping in touch with Chapters and individual YAs to know what is happening.

- making and monitoring your plans.
- taking the advice of the Chief Commissioner when necessary.

Meetings and Activities

The YABC is responsible to organise

- Yearly Meeting of the YA Branch
- regular business meetings of the YABC
- at least one gathering for the Chapter Leaders / Chairmen of the Chapters or the nominee in her capacity of all the Chapters to meet with YABC (not with the Yearly Meeting)
- at least 6 activities for YA members to meet the requirements of their membership
 - Remember that the 6 activities are not to be confused with Chapter activities as the YABC is not a Chapter and it is possible that the YABC members do not belong to the same Chapter.

Conflict Resolution

Conflict is part of life and how we manage it helps us grow within ourselves and becomes part of our values system. In the YABC the members who are involved in the conflict try to manage it between themselves; if this is not successful, they will call on the Chief Commissioner. In the last resort, Article 50 of the GGS Constitution may be activated under the Chief Commissioner's direction.

It is vital to remember that all persons involved in the conflict are important so it is best that other members do not take sides or repeat stories.

Recruiting New Members

Members will mostly come from the secondary schools and recruitment needs to be ongoing to those girls. Consider the ways that you could promote the YA Branch to those girls rather than expect them to come to headquarters.

Forming a Chapter

The need to form a Chapter can come from two sources

- The YA Branch Commissioner or YABC establish the need
- A YA or potential YA requests the YABC that a chapter be established
- On deciding to form a Chapter the YA Branch Commissioner, YABC Vice Chairman and the YABC Head of Membership meet with interested YAs, past Guides or other young women.

At this meeting the interested parties are informed about

- electing a Leader / chairman and committee
- keeping records of membership, informing YABC of new members and members leaving and or transferring to another Chapter
- finance arrangements of Chapters
- relationship with YABC; Leader's / chairman's obligation to meet with YABC once a year, not Yearly Meeting
- the Developmental Programme including the core and the Focus Areas
- informing the YABC if Chapter is to be formed for a particular Focus Area
- service responsibility
- choosing a mentor
- the responsibility of those not YAs to become enrolled and of all YAs to maintain their membership
- closing a Chapter

Closing Chapters

The Chapter Leader, and/or Chapter Committee members and mentor, if any, monitors the activities of the Chapters to ensure they are active; this will be done

- by updating the Head of Membership
- by the gatherings you have with other Chapter Leaders and/or Chairpersons
- monitoring own Chapter's membership

When they seem not to be active the YA Branch Commissioner will contact the Chapter Leader / Chairman to discuss the problems and attempt to find a resolution. If resolution is not possible the Chapter will inform the YA Branch Commissioner through filling out the Chapter closure form which can be found on the GGS website I'M A... YOUNG ADULT, FORMS, Closing Of Young Adult Chapter. On receipt the YA Branch Commissioner will ensure that all administrative procedures are implemented to note the closure.

If there are YAs who would like to continue appropriate steps will be taken to find another Chapter for them to join. If there are any funds they are returned to the YABC.

ACKNOWLEDGEMENT

This 2011 Developmental Programme for YAs owes its genesis to the concern of the ExCo of GGS for the development of the young women in its care.

It was in 2000 that the YAs of GGS came into being and its training programme has served well the young women who have passed through. Nonetheless much has changed in that time and a programme that addresses the trends of today is needed now.

Research to ascertain the need was carried out through focus groups, interviews and literature reviews. Programmes for similar age groups in other member organisations of WAGGGS were researched. The findings were shared with stakeholders and the idea of the Core Programme and the six Focus Areas came into being. One can say that the YAs with the input of many others developed this Programme.

Many people have generously given of their time and energy to the production of the Programme attending meetings, reviewing manuscripts and answering constant questioning plus a great deal of creative input. These people are too numerous to mention individually but we must acknowledge the input of Mrs Chua Yen Ching, Chief Commissioner of GGS, Mrs Anna Tham, member GGS Council, Dr Eileen Aw, member GGS Council, Ms Valerie Pang, YA Branch Commissioner, Ms Chua Siew Ying, Vice Chairman Young Adults Branch Council, Ms Amirtha Chidambara Raj, member YA Branch and Jan MacIntyre, Training Project Officer. The many others have been YAs; ExCo members; GGS Council members; Trefoil members; past and present members of GGS; staff and interested stakeholders.

We extend our thanks to all who have contributed to this Developmental Programme for the future years.

Young Adults Programme Development Team
September 30th, 2011

GLOSSARY

BTC 1&2	Basic Training Course 1&2
ExCo	Executive Committee
GGs	Girl Guides Singapore
GO	government organisation
MDGs	Millennium Development Goals
NGO	non government organisation
NYAA	National Youth Achievement Award
WAGGGS	World Association of Girl Guides and Girl Scouts
YA(s)	Young Adult(s)
YABC	Young Adults Branch Council

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PERSONAL DEVELOPMENT RECORDS

INDUCTION	
Introductory Course	Date completed
Assessor	
Induction Ceremony	Date

FOCUS AREAS - 5 Point Programme

5-Point	Module	Structure	Date completed	Assessor
Personal Development	Health Lifestyle	1. learning		
		2. performing		
		3. application		
	Arts & Cultural Development	1. learning		
		2. performing		
		3. application		
	Leadership Development	1. learning		
		2. performing		
		3. application		
Personal Development Badge Awarded:				

5-Point	Module	Structure	Date completed	Assessor
Home	Personal Responsibility	1. learning		
		2. performing		
		3. application		
	Life Skills	1. learning		
		2. performing		
		3. application		
Home Badge Awarded:				

5-Point	Module	Structure	Date completed	Assessor
Outdoor	Outdoor Skills	1. learning		
		2. performing		
		3. application		
	Environmental Responsibility	1. learning		
		2. performing		
		3. application		
Outdoor Badge Awarded:				

5-Point	Module	Structure	Date completed	Assessor
Community	Cross Cultural Exchange	1. learning		
		2. performing		
		3. application		
	Service	1. learning		
		2. performing		
		3. application		
	Advocacy	1. learning		
		2. performing		
		3. application		
Community Badge Awarded:				

5-Point	Module	Structure	Date completed	Assessor
International	Exploring Fundamental Principles as a YA	1. learning		
		2. performing		
		3. application		
	WAGGGS	1. learning		
		2. performing		
		3. application		
international Badge Awarded:				

Service

There are 3 forms of Service

1. Service to GGS to maintain membership
2. Service learning to GGS or another NGO
3. Service, sustained for commitment to Fundamental Principles

1. Service to GGS to maintain my membership (min 25 hours) See form on RESOURCES: FORM Service Membership

2. Service to GGS or another NGO for Project Management	
--	--

	Date
Service plan approved	
Service started	
Service finished	
Submission of report	

3. Service for Fundamental Principles
--

Leadership

Role/Position	Date started	Date finished
1.		
2.		
3.		
4.		
5.		

Peer Educator		
	Date	Signed
Peer Educator training completed		
Training in specialty completed (state)		
1.		
2.		
3.		
4.		
5.		

NYAA Programme Please use NYAA book
--

ANNEXES

PLANNING

It is the business of the YABC to develop the direction and plans for the Branch, including budget, in line with the GGS Strategic Plans and the needs and aspirations of the YA members and present a plan to the Yearly Meeting for adoption.

Direction means deciding how you will

- meet GGS policies
- expand the membership of the Branch
- make sure that the Developmental Programme continues to meet the needs of the members

A good idea is to have a few overall goals for 3 years, such as below, to include working towards those overall goals each year and still meet YABC's responsibilities for the Branch

- have constant increase in membership every year
- as many YAs as possible to go to a World Centre in 3 years' time
- review the Developmental Programme 3 years from now

When you are working on the plans it helps to have an outside person, perhaps someone from the ExCo or GGS Council to facilitate the procedure so that everyone can be involved in the creative process.

Planning means that you have a schedule of what you want to do and your plans are SMART

- Specific - says exactly what you will do
- Measurable - says when, how much will happen, who will participate
- Achievable - asks can it really happen, will 'everyone participate' or just 50%
- Realistic - considers personnel, funds etc
- Time bound - states when it will be finished so you can decide its success

To begin, remember that your plan will

- show how the YABC will promote the YA Branch for the whole year to increase the membership
- give members the opportunity to choose between 6 activities per year to meet their membership requirement
- offer activities to ensure that the core of the Developmental Programme appears in the overall Developmental Programme of the YA Branch: commitment to the Fundamental Principles; service; leadership; and WAGGGS Initiatives as decided by GGS.
- take into account what activities might help the members to achieve their self development goals
- address the identified training needs of YAs and the members of the YABC and Chapters
- consideration given to Chapter plans
- be diverse, ranging from outdoor skills to social and life skills, take into account the feedback from YAs and includes full use of Focus Areas
- have to be properly costed and budgeted

One way to plan

- Decide your overall 3 year goals and what you need to do in the next year to work towards achieving them.
- Towards the end of the calendar year ask all yas to respond to a survey saying what activities they would like to have the next year, in view of their self development goals.
- Decide as the YABC where the expansion focus for membership will be for the coming year; see developing the branch on the next page.
- List the ‘must’ activities e.g. Thinking day and other GGS demands.
- Brainstorm from above and create a list of activities.
- Be realistic about the YABC’s strengths and constraints to carry them out.
- Prioritise the list and ask the smart questions.
- Decide what can be done and by whom and who will lead that particular activity; budget the activities and place in a schedule.