

START OF TERM CHECKLIST

1. Discussed your unit meeting plan with your leadership team in preparation to consult with the girls
2. Contacted parents about the new term and how you will be meeting
3. Responded to any new queries on GO
4. Completed any new starter forms
5. Obtained permission forms for girls doing online guiding
6. Sent risk assessments for outdoor guiding
7. Checked your GO records reflects your current unit
8. Ensured parents contact details are up to date
9. Asked parents if anyone is able to help out with any admin/accounting/unit workshops. Flexible volunteering is a great way to get parents involved with your unit!
10. Have a look at accounts monthly to ensure that you are on track for the 31st March 2021 deadline
11. Ensured you have sufficient funds to cover the cost of all subs for your members on GO
12. Checked the calendar on the Girlguiding Glasgow website for upcoming trainings e.g leadership training
13. Ensured someone in your team has a valid 1st Response
14. Ensured everyone in your leadership team has level 1 and level 2 Safe Space qualification
15. Ensured at least 1 person in your leadership team has level 3 safe space
16. Shared your plans with the unit team to provide opportunities to others to better their leadership skills
17. Checked you have enough resources to run your programme

