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1. Sample Letter for Parents/Guardian
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## **How to Set Up a Bring A Friend Night**

1. **Get the entire Unit involved in planning the event.** Ask the girls for their ideas on what their friends would want to do at Bring a Friend Night. Your girls are the experts in what girls their age would find fun and engaging.
2. **Set the date of the meeting.** Have the girls create their own invitations to pass out to their friends or fill-out the invitations provided. (See Appendix 2.) Consider how many invitations each girl should hand out. For example, a smaller Unit of six to eight girls may be able to hand out two invitations each.
3. **Make a customized visitor's package** to distribute to your guests. (See Appendix 3). This may include a registration form, a health form, GGC brochures and PR materials and a list of activities or upcoming events, including camps.
4. **Request PR material** as early as possible from your District Commissioner or from your Public Relations Adviser to distribute to your guests.
5. **Greet and Gab:** Be at the door to greet the girls and to introduce yourself to any of the guest girls' parents/guardians who may be dropping off the girls. See if your Membership Adviser or District Commissioner/Administrative Community Leader (add to French) is available to attend the BAF evening to assist you in talking to the parents.

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6. **Arrange to have an additional Guider** or parent helper to maintain your supervision ratio.
  
7. **Follow up with parents/guardians of girls who requested information** on their forms. Answer any questions they might have about joining now or pre-registering for next year.
  
8. **Invite the girl and her parent/guardian to another meeting** if they are interested but not ready to commit.
  
9. **Pass on the contact details** of the guest with parental/guardian permission to your Membership Adviser.
  
10. **Membership Advisers:** Make sure you follow up with Guiders and assist them with contacting parents/guardians who gave signed permission or who requested more information. Ask these parents/guardians if they would like to receive registration information or invitations for their daughters to attend other events. Fill out the contact information for all guest girls with permission forms on the website at <http://205.210.140.9/ggoc/responseforms/girls.html>. This information will be helpful to see how many new Members join because of this event

### Timeline and Checklist

#### Three weeks before your Bring a Friend Night:

- Promote the Bring A Friend Night to the girls in your Unit
- Send a letter home to parents/guardians
- Make up invitations for the girls in your Unit to pass out to their friend(s)
- Include the date of the event in your Unit newsletter if you have one
- Inform your Membership Adviser / District Commissioner / Administrative Community Leader that you are hosting a BAF Night
- Request PR material and brochures from your District Commissioner/Administrative Community Leader or Public Relations Adviser

#### Two weeks before:

- Purchase supplies needed for meeting
- Remind girls to distribute invitations
- Copy letters and forms
- Compile visitors' packages to distribute to the guests

#### One week before:

- Ask your girls to call their friends to remind them about the meeting
- Ask the girls for the names of the friends they've invited
- Fill goodie bags with some fun Guiding items like [bookmarks](#), stickers, etc. for the guests to take when they leave

**At the event:**

- ❑ Set up a display that includes things like a Unit photo album, posters, brochures, bookmarks, stickers, cookie samples, camp blanket, crafts your Unit has worked on, etc.
- ❑ Have the girls help you make nametags for all their friends. Make them big enough so you can see them across the circle. This will help you call the guests by name and make them feel welcome and part of your Unit.
- ❑ Give the visiting girls a goodie bag when they leave and thank them for coming.
- ❑ Provide each visiting girl with a visitor's kit, including a letter about your Unit, registration form and health form. Please add other appropriate materials, such as information about upcoming meeting activities, trips, camps or program brochures.

**After the event:**

- ❑ Follow up with any parents/guardians who gave permission to be contacted

**Questions and Answers / Myths:**

- 1. Can girls join in the middle of the Guiding year?**  
Definitely! A girl can join at any time. You don't have to worry about catching her up in the program – she can just start where you are with the other girls. If she wants to complete items at home, she can. Remember to be flexible. Our focus is on the girl.
- 2. How much do they pay if they join in the middle of the Guiding year?**  
Check with your District Commissioner/Administrative Community Leader to see if there is a discount in membership fees after a certain date in your area.
- 3. I can't take any more girls. I don't have enough leaders.**  
What about inviting parents to start up another Unit? Or perhaps your Unit leadership can split into two groups? You can also look at Bring a Friend night as a great opportunity to recruit new leaders. Once a parent/guardian sees how much fun her daughter can have at Guides, she might want to join, too!
- 4. Are the guest girls covered under our meeting insurance?**  
Yes, the guest girls will be covered for this meeting.
- 5. I'm already pretty busy with the program. Why should I hold this event?**  
Just about everything is already done for you! Invitations, letters and program ideas can be downloaded from the Bring a Friend Event kit on the Internet and

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personalized for the event. This is also an excellent opportunity to get the girls involved.

### **What Are the Benefits Guiding Offers to Girls?**

*Background information to assist you in talking to parents*

- Guiding is a place to have fun, learn new things and make new friends
- We offer an age-appropriate program that is relevant, engaging and geared towards the interests of today's girls and young women
- It's a chance for girls to explore their community in a meaningful way
- Girls can join any time of year
- Guiding is more than just crafts, camping and cookies – from sports and science to eco-activities, fashion design and community projects, we have something for everyone
- Guiding offers leadership opportunities to develop self-esteem and team building skills
- It's an accepting and nurturing all-girl atmosphere
- There are camping opportunities and other outdoor activities
- We offer scholarships and opportunities for international travel
- Girls will find mentors and role models through Guiding

### **Bring A Friend Safely**

It's now easier than ever to include guests for your Bring a Friend night or to invite parents to enrolment ceremonies or other Guiding activities.

For Green level activities, the Guider must obtain emergency contact and pertinent health information from the guests' parent(s)/guardian(s). No other forms are required. You will need to provide parents/guardians with details of activities. For some activities, providing the Activity Plan (SG.1) form to parents/guardians may assist you in ensuring that they have the information they need. If friends attend Yellow or Red activities, they are required to provide the same permissions as Members.

Check the latest copy of *Safe Guide* and look under Parent/Guardian Notification and Permission. You can view the *Safe Guide* on Member Zone [Member Zone - Safe Guide / Guide Sécurité](#)