

Stop Press

HELLO and welcome to March edition of **DIGI-POST**, your monthly newsletter.

If you have any feedback about the newsletter please email accgrowth@girlguidingderbyshire.org.

AWARDS, REWARDS, RECOGNITION AND A GREAT BIG THANK YOU FOR ALL!



CLICK HERE to add to and read all the amazing messages posted on our Kudoboard



Awards 2021 - nominations have been launched via our Thinking Day message. You can nominate our wonderful volunteers and young members, don't forget you can also nominate non-members for some awards. Make someone feel valued, grow their confidence and aspirations for the future. Deadline for nominations is 31st March 2021. Visit our Website [CLICK HERE](#) to view the criteria and nomination forms – let's make 2021 the biggest ever for nominations!

Learning & Development

Date (2021)	Event	Time	Venue	Booking Link/ More Information
Mon 15 th March	Social Media Workshop - Join our fantastic Social Media coordinator, Alison Brown. The aim of this workshop is to encourage volunteers to feel more confident spreading the word about Girlguiding online	8pm to 9.30pm	Zoom	Click Here (to book)

1st Response Training

Please visit our Learning & Development page on the County Website [CLICK HERE](#) for full details of all the 1st training courses that we are currently able to offer. Should you have any queries on which course to book please contact the County Office - office@girlguidingderbyshire.org

Safe Space Training

You can complete Levels 1 and 2 via e-learning (use the links opposite)

CLICK HERE
LEVEL 1
TRAINING

CLICK HERE
LEVEL 2
TRAINING

Safe Space Level 3

This training will continue to be run online at Region level and not at County level. Should you require this training please [CLICK HERE](#) to link to a booking form for you to complete with dates from Region.

NOTE: You cannot hold virtual unit meetings without someone who holds a Level 3 Safe Space present.

Events

Date (2021)	Event	Time	Venue	Booking Link/ More Information
Fri 5 th March	COVID IMPACT CALL FOR ALL VOLUNTEERS - An update on how we are continuing to respond to this situation and give you the opportunity to ask us any questions	6.30pm to 7.30pm	Zoom	Click Here (to book)
Sun 21 st March	Introduction to Indian Cooking - Sangam World Centre (Leaders session) Please ensure you have paid your £5 booking fee *BOOKINGS WILL CLOSE 14 TH MARCH 2021*	3pm	Zoom	Click Here to visit our website and book BOOKINGS CLOSE 14TH MARCH 2021
Fri 28 th to Sun 30 th May	FESTIVAL FEVER (CAMPOVER III) 	All Weekend Event	Virtual	*SAVE THE DATE*
Sun 4 th July	*NEW DATE* Cityopoly 2021 	All day Event	Derby City Centre	Click Here (to book)
Fri 9 th to Sun 11 th July	Travel the World with Girlguiding Derbyshire 	All Weekend Event	Virtual	*SAVE THE DATE*
Fri 10 th to Sun 12 th December	Christmas Event  	All Weekend Event	TBA	*SAVE THE DATE*

Initiatives



CC TEAM CHALLENGE

Badges are now in stock for the first two challenges

- Cooking Challenge
- Visual Arts Challenge

The Visual Arts Challenge with the theme 'My Lockdown Positives' and the Cooking Challenge are both great activities for a virtual meetings or independent projects.

More details can be found on our website at [CC Team Challenge | Girlguiding Derbyshire](#)



THANK YOU POSTCARD - DROPPING THROUGH YOUR LETTERBOX SOON

"Tear & Share" - Send on the detachable bottom half of the postcard to a friend, family member or engaged parent from your unit to encourage them to get involved. Additional postcards will be available from your Area Commissioner.

Other notices

Growth & Retention Support - the district and area commissioners had a really successful growth day yesterday. Together with the area growth and social media reps they are primed and ready to support you with any growth and retention issues you may have - please get in touch with your local commissioner who can put you in touch with your area reps.



Growth & Community Coordinator - A Huge Thank You

Lisa Bouskill is coming to the end of her appointment as Growth & Community Coordinator within HQ's Space to Grow Together Project. Within her role, she has developed resources, including the County Growing Guiding Challenge, Activity Packs and unit role outlines. Across the County, she has helped create new units and supported, grown and developed existing units. We thank her for all she has done for Girlguiding Derbyshire.

COVID Impact Call - this Friday 5th March at 6.30pm Michelle, Izzy, Jo and Louise will be providing an update on how we continue to respond to the current situation as a county and it will give you the opportunity to ask any questions. See [Events section](#) for booking details.



Girlguiding Derbyshire Face Masks

Protect and Promote: Supermarket shopping, exercising or running your Unit - order your fantastic Girlguiding Derbyshire Facemasks [CLICK HERE](#) - Two Designs available

Cost: £5 each plus £1P&P. Masks are 3 layer, 100% cotton, machine washable and have a bendable nose wire.



Subscriptions - please ensure you have downloaded and printed your invoice and that you are able to pay your subscriptions. If you have any concerns, please contact your District Commissioner ASAP.

Subscriptions - please ensure your units can all download and print their invoice and that the unit has a plan for how to pay their subscription invoice. If you have any concerns, please contact your Area Commissioner ASAP.

Safe Space - Please do make sure that the units in your districts are aware that they need to have someone with a level 3 Safe Space qualification on any unit meeting, even virtual ones. Please continue to monitor Safe Space compliance on a monthly basis to ensure no future sanctions.

DBS Checks - Please always check the latest guidance on the website but note that at present even during this Lockdown you can still do socially distanced ID checks if both parties are happy to do so. You can find the guidance here [CLICK HERE](#)

Commissioner Zone



Hello - I am Jane Stoney, your County Treasurer. It's my role to support Girlguiding Derbyshire with its financial obligations and ensure that we maintain governance and compliance with the Charity Commission. Like many of you when Michelle first asked me to take on this role it came with the premise of "it will only be around 4 meetings a year and a bit of work in between".



As we all know it can often be a lot more than that but I'm over a year into the role and like all of you I really enjoy it, and I'm really proud to work with such an inspiring group.

We've produced this Finance sheet to give you some useful reminders and tips for dealing with finance within your units, districts and areas. Girlguiding updated their finance policy in September last year and you can find more details and guidance online. If you ever need any support you can always email me at finance@girlguidingderbyshire.org.

Unit Accounts



Unit Accounts should have a year-end of 31st December and DCs should therefore receive independently reviewed accounts by 31st March in line with the Girlguiding Finance Policy.

The Unit Leader is responsible for having the unit accounts produced and independently reviewed each year, and the District Commissioner needs to ensure this is done. On receiving the accounts, the DC should notify County in order to record the receipt. The deadline for 2020 accounts is now approaching and I know many of you are well underway with this process to meet the **31st March 2021 deadline**. Due to the restrictions last year the Accounts should be much easier to complete!

It is important that we manage and comply with this process. It can be easy for small problems to escalate and delays in addressing issues will invariably exacerbate the problem. The County Team and I are here to support you with any issues you may have, so please contact us if you need help.

Banking

All units and levels must have a bank account and keep the amount of cash they hold to a minimum. There should be 2 signatories to each transaction and hence Debit cards should not be used and Credit cards are not allowed. If using online banking there should be dual authorisation on transactions.

In the new Finance Policy all Bank Accounts must have 3 unrelated signatories registered by 31st March 2021 or as soon as practicable. This way if one of the signatories is unavailable, another can step in. All bank account details including signatories must be shared with the next level Commissioner.



More help is available on the Girlguiding national website.

Grants & Gift Aid



Is your Unit registered for Gift Aid? If not I would urge you to register! The Gift Aid scheme allows you to claim 25p from the Government for every £1 received.

You can claim Gift Aid on member's subscriptions, and on donations you receive, and you can backdate a claim for 4 years although you will need valid Gift Aid Declarations from parents or carers for that period.

Guidance is available on the Girlguiding national website and you can download the form to get stated here: <https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/finance-insurance-and-property/subscriptions/gift-aid-on-subs/>

Did you know there are lots of grants out there, for all kinds of things!

Grants from Girlguiding

- Making a difference fund
- New unit grant
- Grants to grow
- Accessible Guiding grant
- UK units in need grant
- Travelling abroad grant
- Trefoil Guild

Other grants

- National Lottery
- Derbyshire CC Community Action grant
- Children in Need
- Parish Council

Help with grants

- Foundation Derbyshire
- Girlguiding have a guide to trusts and foundations

There is money out there!