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The Piccolo

October 2010



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FRIENDSHIP TRAIL 2010

Oka, Québec

October 24, 2010—11:00 to 3:00 pm



Mille Iles District will be hosting the Friendship Trail 2010 in Oka Quebec
October 24, 2010 from 11 am to 3 pm

The Friendship Trail will be based in Oka Provincial Park. There will be three different trails offered.

One trail is the **Érablière Trail** of maple trees 1.2 km duration of 30 minutes. Another trail is the **Grand Baie Trail**, headquarters for migrating birds 3.5 km with animation duration of 90 minutes. Another trail is the **Tower and Footbridge** that is a part of the **Grand Baie Trail with animation** duration of 45 minutes.

For adults \$6.50, Children 6 and up \$5.00, Children 5 and under \$3.25.

Registration, lunch, games, Oka Cheese tasting and special closing will be held at the Beach.

A shuttle will be available to get to the Trails.

Lunch will be held by the waters of Lac des Deux-Montagnes. There will be a hot dog BBQ (for \$2.00 you'll get a hot dog, juice and chips) or bring your own picnic lunch.

Come enjoy one of Quebec's Beautiful Provincial parks with your Family or attend with your unit guiders.



Safe Guide Tips from your Assessor Team

In case you missed this information in the September Piccolo!!

Safe Guide 2010 Amendments to the Safe Guide (2008) came into effect on September 1st. All activities must be planned in consideration of these amendments. They are posted in the Memberzone on the Safe Guide page, along with updated forms (eg SG3 and SG8)

Here are a few key points to remember:

1. Start planning your activity using the Activity Guides found in Safe Guide. If your activity does not exactly match one of the Activity Guides, use the closest match as a guideline. Following the planner will help you ensure that you have thoroughly planned your activity and that when you do submit your forms for assessment, the assessment process goes quickly and smoothly.
 - A. The Responsible Guider assumes the responsibility for planning and ensuring the safety and well-being of all the participants. It is her responsibility to ensure compliance to Safe Guide. The assessor will communicate directly with the RG should she require further information or to provide final notification/approval.
 - B. The Activity Guides included in the Safe Guide empower any Guider, regardless of prior experience to plan and support girl engaged activities.
 - C. Completion of the SG forms is the last step in the planning process and flows easily from the use of the Activity Guides.
2. If your **travel** activity involves fundraising beyond the sale of Girl Guide cookies, you must get Safe Guide preapproval – through the submission of your SG8. Once approved, you will attach your approved SG8 to your request for fundraising approval (the FR1) when you send it to Council.
3. Make sure you are using the up to date SG3. There are several changes to the form (most making it easier for you the Responsible Guider). Destroy copies of the old form saved on your computer. The assessment cannot be done using an outdated form.
4. Safe Guide forms **MUST** be submitted by the deadlines outlined in Safe Guide (as a general rule of thumb: a minimum of 14 days for **YELLOW** activities and a minimum of 21 for **RED**). Be aware that any assessment requests that do not come in within this time frame may result in being requested to either revise your activity to a **GREEN** level one or cancel it. Remember an assessor may be dealing with multiple requests at any one time.
5. Looking for help planning your activity or filling out your forms? Talk to your DC, your Camping Adviser, the International Adviser or an experienced Guider.
 - A. Assessors cannot coach you on filling out your forms (think of it this way, they cannot be both your driving instructor and do your driving exam).
 - B. The assessor's **only** role is to provide an independent review of a proposed activity and to evaluate whether it is appropriate for the group. The forms sent to the assessor are to help her understand the nature of the activity before she issues GGC notification or approval.
 - C. The assessor cannot be a resource person for completing the forms as her independence will be lost if she participates in the planning (or provides guidance to the RG during of the preparation of the forms or during the review).
6. Ensure that all of the supervisor qualifications (eg First Aid, swim tests, PRCs, Safe Guide training, activity facilitator qualifications, completed A7 forms for non-members and Home Contacts) are sent to the provincial office for entry into imis **before** you submit your SG3 for assessment. The first step in the assessment process is the verification of the adults in imis.
7. Ensure that a list of all male attendees (including resource people) is attached to your SG3.

Submit your completed SG3 to safeguide@guidesquebec.ca

For a quick list of updates: https://memberzone.girlguides.ca/C8/Safe%20Guide/Document%20Library/Safe%20Guide%20202010/Explanation_SG_Changes.pdf

For an overview of the forms required and timelines: https://memberzone.girlguides.ca/C8/Safe%20Guide/Document%20Library/Safe%20Guide%20202010/Chart_of_SG_forms.pdf

SAFE GUIDE

The date has been changed for the Safe Guide in Greenfield Park. It is now on Monday October the 18th, 2010 at 7:00 p.m.

Here is the address for the Safe Guide in Greenfield Park

Centre Rene Veillet, 1050 Park Lane (Between Bellevue Nord & Bellevue Sud), Greenfield Park, Room 20
(Upstairs smaller hall)

Red Cross First Aid Courses from Pulse Aide Inc.



Authorized Provider

Safe Guide July 2010 Update recommends an **Emergency First Aid** Certification for **Green Level** and **most Yellow Level** Activities.

An **Emergency First Aid** Certification (or having a health care professional present) is required for **Yellow Level Activities that include the following:**

- EMS response 30 min up to 1 hour
- Activity lasting more than 8 hours
- Camp stove or campfire cooking
- Transportation arranged by Unit
- Specialized equipment
- Sleepover or camping

At least one **Standard First Aid** Certification (or health care professional) is required for **all Red Level** Activities.

Complete details for Activity Levels and First Aid Requirements are found in the Safe Guide document, July 2010 update, found on the Girl Guides of Canada website.

Upcoming Courses:

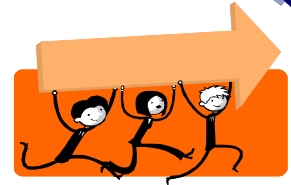
1. Emergency First Aid Course (8 hours) – Saturday, October 23, 2010 8:30am–5:30pm
Cost - \$90, taxes included, Certification Valid for 3 years - course location in NDG
2. Standard First Aid Course (16 hours) – Sat and Sun, October 23 and 24, 2010, 8:30am-5:30pm
Cost - \$110, taxes included, Certification Valid for 3 years – course location in NDG
3. Courses weekend of November 27/28 as above – course location in NDG

GGC – Quebec Council will reimburse 2/3 of the cost of the course for an (adult) Guider

For more information, course schedule, to register in a scheduled course or to book a course for yourself or for your own District or Guiding community at a time and location most convenient for you,

please email joanlax@liberty-i.ca

T.E.A.M TRAINING
(Training & Enrichment for Adult Members)



Unit Guider Stream Training for Guiders working with Sparks, Brownies, Guides, Pathfinders

Date: November 6, 2010
Time: 9:00 a.m. to 12:00 and from 1:00 to 4:00 p.m.
Who: Recommended for New Guiders or Guiders changing branch
Price: \$15.00
Place: Summerlea United Church - 225 - 50e Avenue in Lachine

Any Guiders eager to learn or share ideas or address any concerns in their unit are welcome to attend.

We are organizing the modules to help Guiders to attend the section they need, so modules can be taken either in the morning or in the afternoon or all day. All the branch modules are structured the same way.

The final module "Putting the pieces together" will be given in January grouping all the different branches.

In the morning session we will be presenting: About the Girl and Programming for the Girls. In the afternoon session we will be presenting: Quick Start. See more details below.

About the Girl 1 hr 30 min

- Life as a Girl : age appropriate to branch
- Supporting healthy development
- Women helping girls

Programming for the Girl 1 hr 30 min

- Girl-centered programming
- Fun....with a purpose
- Tips for presenting activities
- Planning a meeting

Quick Start 3 hrs

- All about your branch
- Guiding traditions
- Program Areas
- Program planning
- Behaviour Management

Bring your lunch and a mug. Coffee, tea, juice and snacks will be provided.

You need to bring: Program books of your branch, note book.

We hope to see you there.

So mark your calendar now !!!

**REGISTRATION
UNIT GUIDER STREAM TRAINING
NOVEMBER 6, 2010**

To reserve your place at the training, we are asking you to send a cheque of \$15.00 made to Girl Guides of Canada (Québec Council) and this registration form to: Girl Guides of Canada
Att: Shannon Hayes
1939 Blvd de Maisonneuve West
Montreal, QC H3H 1K3

The deadline is October 31, 2010

Please fill out the registration form below and send it with your cheque made to GGC (Quebec Council).
If you have any questions please contact: Training at
gqcctraining@gmail.com or louise.triggs@rocler.com (450-247-2430)

Name _____ iMIS # _____ (if available)

Spark Brownie Guide Pathfinder

District _____

Telephone number: _____

email address: _____

Please circle one:

All day sessions a.m. p.m.

Signature _____

Financial Training

Are you all thumbs when it comes to keeping your unit financial books? Thinking of taking on the treasurer job? Roped into it? Just want a refresher course? I will be presenting a training at the same time and place as the Guider Stream Training on Nov 6.

Prerequisite: you must be able to add 2 and 2 and get 4 on a consistent basis. No higher math skills necessary.

Bring: pencil, eraser and calculator.

Leave with: an understanding of how to do Guiding financial books, start to finish, with a bonus of the ability to balance your own chequebook. This is a National training which will be entered on your iMIS record.

If you are interested, please let me know. If you'd like to come another day, let me know and I'll tell you when the next one is planned.

E -mail me at dsn@guidesquebec.ca

Dawn Coffey
Treasurer Support Specialist



Treasurers' Trove

It's Budget Time!

All districts should be thinking about budgeting for the 2011 calendar year.

The process starts with a district meeting at which all members should contribute to a discussion about district activities for the coming year. It's hard to think so far in advance, but there are things which we do know about: various events with cities, camp etc.

There is a form on the spreadsheet (Report and Budget) which will help the treasurer to prepare the budget, by summarizing what you have received and spent to date this year. Think about what else you will spend between now and Dec 31, what events you have coming up for the year, and fill in the "Budget for Next Year" column.

Remember that a budget is your best guess. At the district level, there are many factors which will affect your budget as the year progresses. Guess how many girls you will have (hopefully more than you have now!) and do your best. You may not be able to keep strictly to the approved budget, but you still need to make one!

Once the treasurer has prepared a budget, the district should vote to approve it (or send it back to the treasurer for an update, and vote again the next month). A copy should be sent attached to the district minutes to dsn@guidesquebec.ca and guides-quebec.recep@bellnet.ca sometime in October or November.

Accounting for cookies

Keeping track of cookies isn't as easy as buying some cases from your supporting council and then selling all of them in your community. Cookies are often eaten at camp or in the unit as a snack, or given away as gifts or publicity. Cookies which are used or given away by the unit, rather than being sold, must be shown on the spreadsheet. How do you do this?

The first thing you have to do is ensure you are keeping track of the cookies you buy, the cookies you sell, and the cookies you give away or use in the unit. Use a separate piece of paper like a Cookie Tracking Sheet (see the GGC Quebec website under Forms) to keep it all straight.

When you eat five boxes at camp, that fact should be recorded as a Camp expense, rather than as a Cookie expense. If you had bought other cookies to eat at camp, it probably would have cost you more. Calculate how much each box costs the unit. At the moment, units are paying \$37.45 per case, so dividing by 12 boxes per case; you get \$3.12 per box. This is the expense to the unit for any cookies used by the unit. Five boxes will cost the unit \$15.60.

When you write the cheque to pay for the cookies, put the full amount of the cheque written to your district (say 10 cases at \$37.45 equals \$374.50) in the Bank Cheques column, \$15.60 under the Expenses: Camp column, and then the remaining amount for the cookies which you actually sold (\$358.90) in the Expenses: Cookies column.

In the same way, you will show the use of cookies in the Special Events, Gifts, Awards & Badges, Donations, or Public Relations columns and so on, or in all of these if you have used cookies for all of these purposes. Always fill in the Expenses: Cookies column last, and make sure all the columns add up to the amount on your cheque.

If you have any questions, e-mail me at the DSN address.

Dawn :)



Focus on Membership Growth



Fall Advertising Campaign

For those who may not be aware we are wrapping up advertising in Suzy Shier changing rooms throughout the Montreal area. Drop in and see the ads! You will notice that they are all in French as we must comply with Quebec's language laws and Suzy Shier policies. This is the first time we have participated in a campaign like this and it's a start to help build our profile in the Franco-phone community. This campaign is designed to attract young woman to become Guiders – the average age of Suzy Shier clients is 18-30.

We are well aware of the issues we face in developing this community and we are working to make the changes required. However, this is not an overnight process but over time we will be working to make significant progress. We now have two new URL's – guidesducanada.ca and girlguides.ca/joignez-nous/PQ. These url's bring you to our main home page at this point but we hope eventually that they will bring you directly to the French section (mix of French and English content) of the site.



Busy Registration Season - Bring a Friend Night

The big registration push may be over but developing new members is always an on-going process. Soon many units will be holding Bring a Friend Nights - this is a great opportunity to showcase who we are and attract new girls. If you haven't planned a night yet take a look at your calendar and see if you can fit one in. If you are looking for ideas, check out this GGC reference - https://memberzone.girlguides.ca/C5/Marketing-and-PR/Bring_A_Friend/Bring_a_Friend_Kit.pdf. It doesn't matter when a girl joins us, plans can always be adjusted to welcome a new girl into the sisterhood of Guiding!

Welcoming New Guiders

For those of you who remember their start in Guiding being a new Guider can be a challenging experience. There is so much to learn and sometimes we forget what it was like for us. So let's welcome our newcomers as valued members of our Guiding team and take full advantage of their interest, skills and abilities – new perspectives always enrich us and our units! If you have a post-secondary student joining your unit, the girls in your unit will no doubt be thrilled. These young women are at a very busy and exciting point in their lives. Guiding is flexible enough to allow them to balance all their competing interests and demands on their time. These young women are the future of Guiding and we all want to welcome them with their new ideas, youthfulness, energy and open arms.



Brunch for Experienced Guiders

When: Saturday, **November 20**, 2010, 9:00 am to 12:00 pm
What: An opportunity to hear first hand about our new approach to Safe Guide
Where: Provincial Office, 1939 de Maisonneuve Ouest.

Details: If you have been a Guider for more than 3 years and are currently working in a District we are inviting you to brunch and an informal talk on a new Safe Guide approach "It's all about the planning". Come enjoy brunch and share your time and knowledge with other experienced Guiders.

Please **RSVP** to: Joanne.millette@gmail.com by Thursday, November 11th.

GGC-Québec Council Announcement

Alana Noel has accepted the position of Québec's Lones Specialist. Welcome Alana!

PROVINCIAL-LEVEL POSITIONS AVAILABLE

Wouldn't it be great to start our Guiding year with all provincial-level positions filled! This is our aim, so please consider or reconsider applying for any of the following positions:

Public Relations Adviser, Cookie Adviser, Ranger Specialist, Link Specialist, PR Team Member, Membership Growth Team Member or a Member of the Wa-Thik-Ane Property Committee.

For information, position descriptions and application forms for any of these positions, please contact Anita Scott at: frank.scott2@sympatico.ca



PROVINCIAL TRAINING DAY
SATURDAY JANUARY 29, 2011.
MARK YOUR CALENDAR.

More information to come in the November Piccolo

District Directories were sent out to Commissioners requesting that cancellations or changes be made. The reason that Province is asking for this information is to avoid paying for any cancelled members.

OUR FUTURE
YOUR OPPORTUNITY TO BECOME QUÉBEC'S NEXT PC

As most of you are aware, Joanne Millette's three-year term as PC will come to an end at the Annual General Meeting of GGC-Québec Council on May 5, 2011. I realize that Joanne's shoes will be hard to fill, but I also know that we have many enthusiastic, dedicated and dynamic Guiders who could provide leadership in the design and implementation of the provincial Operational Plans that support the Strategic Plan of Girl Guides of Canada-Guides du Canada. In your role on the Provincial Committee of the Board of Directors, you will have input into decisions that support the implementation of policies and programs at the National level of the organization.

You will have the opportunity:

- To implement the work of the Province, preside at Council, encourage and support the Council, be a member of the Provincial Committee – a committee of the Board of Directors – advise on issues, champion decisions, provide key messages and solicit consultation as needed.
- To provide support at all levels of Guiding throughout the province and to support provincial advisers in their work with National Networks.
- To promote Guiding through public speaking, media relations and external networking.
- To create and maintain a positive climate within all relationships and for effective operations.
- To vote in the Board of Directors elections.
- To work in collaboration with the provincial staff to administer Guiding in the province within the policies of the organization.
- To work closely with the Deputy Chief Commissioner – Provincial.
- For personal growth, to enhance your existing skills and develop new ones.

We are looking for applicants who possess the following:

- Experience in, knowledge of and a passion for Girl Guides of Canada-Guides du Canada.
- Ability to see and appreciate the issues in context of the nationwide picture.
- Effective and proven leadership skills.
- Appreciation and understanding of risk management and experience with conflict resolution.
- Commitment to maintaining a positive image of the organization.
- Ability to chair meetings and solicit views, opinions and advice.
- An aptitude for thinking critically, methodically, analytically and procedurally and ability to make decisions.
- Ability to work with a team or independently.
- Initiative.
- Excellent communication and organization skills.
- Strong oral, written and comprehension skills.
- Computer skills – E-mail, sending and receiving attachments, Windows and common Microsoft applications.
- Ability to communicate effectively via teleconference and E-mail.

Deadline for completed applications: **November 30, 2010**

If you have any questions or would like to receive the position description and application form, please email:
Anita Scott at frank.scott2@sympatico.ca

Any problems with Member Zone unit lists?

Are you having any problems accessing your unit lists through Member Zone? If so, please contact Brenda at guides-quebec.imis@bellnet.ca

Girl Zone (taken from National's reply)

"We are still in the process of developing this part, so at the moment Girl Zone is only available to girls who have existing Girl Zone accounts. The option of applying for a new account by a new girl member is not available yet."

GPS Rentals

If any of you had fun using the handheld GPS's at the Provincial Camp Day and would like to rent them please contact me for more information.

Sue Welsh at guides-quebec.manager@bellnet.ca

