

The Great Guide

# Sleepover 2016



*Everything you need  
to know about  
The Great Guide Sleepover*



GIRL GUIDES  
AUSTRALIA  
NSW & ACT

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## Welcome to your Information Pack

The Events Team at Guide House has compiled this information to help you prepare for The Great Guide Sleepover experience.

We hope you find this information useful. Should you have any further questions, give Guide House a call on 02 8396 5200 and ask for the Girl Guides NSW & ACT Marketing and Communications Coordinator.

Alternatively you can email [events@girlguides-nswact.org.au](mailto:events@girlguides-nswact.org.au).

Good luck with your Unit's fundraising efforts!

## Before the Event

- All Youth participants will require a *Fundraising Booklet*, and fundraise a minimum of \$50. Booklets can be supplied to Adult participants upon request.
- It is the Leader's responsibility to collect all *Fundraising Booklets* and monies from girls registered for the Sleepover. Please fill in the *Returning Your Fundraising Money* form and return with all *Fundraising Booklets* (used or unused), to Guide House by Friday 12 August.
- Please do not bring fundraising monies to the event. All fundraising money is to be banked.
- You must bring a completed *Activity Consent Form (ADM 27)* for each Youth participant, and *Adult Information Form for Activities (ADM 28)* for each Adult participant. Leaders hold onto these, unless a medical issue arises with the participant. If you are a Leader please ensure that you download the most up-to-date forms from the Girl Guides NSW & ACT website.
- Adult Helpers need to fill out the *Personal Declaration & Consent to Police Check* or provide WWCC/WWVP info if required, and return to Guide House prior to the event.
- Prepare your Guides for a great night at the Sleepover! It will be cold, it will be damp from dew, and there's always a possibility of rain. Go through the *Kit List* with your Guides. If they have not attended the Sleepover before, please hold a parents' information night. Ensure they bring all items on the *Kit List*, and ensure groundsheets are large enough to cover the girl. Don't forget to bring a mug with lid!
- Notify your District Manager that you will be attending the Sleepover.
- Adult Helpers (female only) attending the Sleepover must be registered as an Adult Helper. Adult Helpers are invited to fulfil Adult to Child ratios (they must be supervised by at least one qualified Leader). Adults Helpers are not required to raise fundraising monies, unless they choose to do so.
- All supervising Adults must be aware that from Saturday dusk till Sunday dawn, Guide Members are confined to the designated Great Guide Sleepover area within Cockatoo Island. No-one is allowed to wander around the Island during this time.

## At the Event

- Leaders should bring a small first aid kit and deal with any minor medical incidents which may occur within their Unit. There will be a First Aider on site for all other incidents.
- Leaders are responsible for their own group of girls, and are expected to settle them down following the completion of the Saturday evening entertainment.
- All participants must bring their own food, including Saturday dinner, Sunday breakfast, and any snacks. Hot water will be supplied at the event, but participants must bring a thermal mug with a lid. No mugs will be provided at the event.
- All Members—Guides, Leaders, Interim Leaders, and Unit Helpers—must be in Guide Uniform to be permitted entry to the event. Non-Member Adult Helpers will be issued with an ID card that they must carry at all times for the duration of The Great Guide Sleepover.
- Information regarding Registration and transport to the event will be sent to Leaders in August.



## Kit List

Be prepared to have a fantastic night! Cockatoo Island in August can be very cold, damp with dew, possibly wet from rain (we hope not), but with spectacular views of Sydney Harbour. Please note, all participants will be sleeping outdoors, under the stars.

- All Guides must wear full Guide Uniform, including a hat and closed shoes. Badge Sash not needed.
- Warm clothes: woollen socks, beanies, gloves, jumper/jacket (acrylics are not warm enough), track pants. Jeans are not suitable as they absorb the cold and damp and take a long time to dry. Thermals and merino underwear are ideal.
- Raincoat, full length. Parkas do not keep knees dry.
- Waterproof groundsheet, large enough to go under and turn back over you. Garbage bags or similar thin plastic are not suitable. If it's windy the groundsheet may be turned back over your feet; if it's raining, it can be used to shelter your head.
- Warm sleeping bag, with blanket liner or space blanket; a sleeping mat or yoga mat (less likely to slip on a slope).
- A change of dry clothes, including underwear (in a waterproof bag).
- Unbreakable thermal/insulated mug with a lid, suitable to hold hot food or liquid. A polystyrene or normal plastic cup is not suitable. If bringing instant noodles, hot water will only be supplied if the contents are transferred to a thermal mug with a lid for safety reasons. **No mugs will be provided at the event.**
- A water bottle.
- Lunch for Saturday afternoon, if your Unit is taking part in pre-activities at Pyrmont Bay.
- Dinner and snacks for Saturday night, and breakfast for Sunday morning. To minimise waste, avoid single-use containers and packaging.

Kit List continued  
over page



## Kit List...cont.

- Torch.
- Guide/Senior Guides: a completed *Activity Consent Form (ADM 27)* obtained from your Leader. All Adult participants: a completed *Adult Information Form for Activities (ADM 28)*.
- Money, if you wish to purchase Guide Biscuits, or items from the mobile Guide Shop! Smaller notes and change would be very much appreciated. Eftpos facilities will be limited.
- Leaders: a small first aid kit and deal with any minor medical incidents which may occur within their Unit. There will be a First Aider on site for all other incidents.
- Any required medication, including puffers for asthmatics.
- Toothbrush, toothpaste and a small towel.
- Antiseptic hand gel or wipes, wet-ones and/or face-wipes.
- Plastic bags for dirty or wet items.

### Please note:

Pack small and neat.

Each participant must be able to carry her own gear easily.

If you can't carry it, don't bring it!

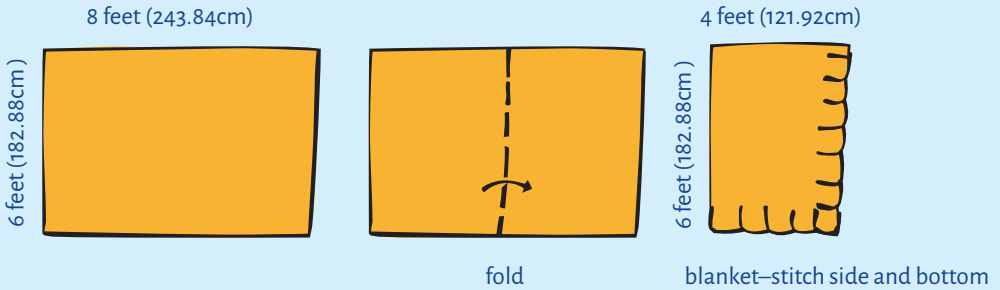
Do not bring stretchers. They take up too much room, and restrict ground space.

## How to Make a Bedroll

You will need the following:



To make your own inexpensive swag, take a 182.88cm x 243.84cm tarp. Fold in half into a 182.88cm x 121.92cm rectangle. Blanket-stitch down the side and across the bottom:



**Then:**

- 1 Lay your swag out flat.
- 2 Unroll your camp mat into the swag.
- 3 Unzip your sleeping bag and lay your blanket inside, then zip back up. Warmth is greatly increased by having your blanket inside (not on top) your sleeping bag.
- 4 Slide your unrolled sleeping bag into the swag, on top of your camp mat.
- 5 Lay your pillow in the middle of your swag. Roll up your swag, and tie into a bedroll.

At the Sleepover, just unroll your swag, and you'll be ready for bed!

**Leaders:** Bring a large tarp to spread under all swags if necessary. Ensure your name and Unit are written clearly on all tarps and swags.

**“Making a bedroll could be a fun activity for your Unit! The completed swags can also be used for overnight stays at your Guide Hall.”**

## Fun Ideas For Fundraising

- Hold a garage sale! Sell things you don't need anymore, such as books, toys, or games. Set a fair price.
- With the consent of your parent or guardian, find some small jobs in which you can earn money, such as gardening, washing the car, or household chores. Ask friends, family, and/or neighbours.
- With the supervision of a Leader, you can approach people you know in your area and challenge them to play a *True or False* quiz. For every incorrect answer, they must donate a gold coin.
- Get crafty, and make something you can sell. Ideas include postcards, bracelets, scarves or knitted phone covers. You could sell your items for a fixed price, or offer them for free in return for a suggested donation.
- Friends and family can sponsor you to give up lollies or your favourite food for a week.
- Host a fun event at your house or Guide Hall. It could be a treasure hunt, a tea party, or a music-listening party! Everyone who attends donates a small amount of money.



### If Potential Donors Ask...

**Q Are donations tax deductible?**

**A** Yes, every donation over \$2 is tax deductible. Offer receipts from your Fundraising Booklet.

**Q Where is the money going?**

**A** The proceeds will be split between The Butterfly Foundation, an organisation that supports Australians with eating disorders, and Girl Guides NSW & ACT.

**Q Does Girl Guides NSW & ACT hold charitable status?**

**A** Yes, Girl Guides Association (New South Wales), trading as Girl Guides NSW & ACT, holds a charitable fundraising authority under section 16 of the Charity Fundraising Act 1991. This authority is in force from 1/9/2015 until 31/8/2020.



## Do's & Don't's for Charitable Fundraising

We've provided some great suggestions to help you fundraise for this unique Guiding event. Before you hit the ground running, please take time to read the following list of Do's and Don'ts for Guides aged 10–17 (otherwise known as the boring but ever so important legal bits...).

- Guides are to be adequately clothed in uniform and otherwise protected from extremes of climate or temperature.
- Guides are to carry their membership card as means of identification for the purposes of fundraising activities.
- At all times reasonably practical, participating Guides must be able to contact their parent/s during the fundraising activities.
- Guides must be adequately supervised. Their supervisor must supervise no more than six Guides; be in close proximity and make contact with the Guides at intervals not greater than 30 minutes.
- Guides must work with at least one other Guide raising funds for the Sleepover.
- Guides must not enter a private dwelling when soliciting door to door; and not solicit, sell to or collect from a person in a motor vehicle.
- Guides must not fundraise for more than four (4) hours a day—three (3) hours if under 12 years of age.
- Guides must not fundraise before 6am or sunrise (whichever is later) and not after 7pm or sunset (whichever is earlier).
- There must be 12 hours between shifts.
- A Guide is not to lift any weight that would be likely to cause injury.
- Parents or Guardians should ensure that Guides receive appropriate and nutritious food.
- Food should be available at reasonable hours and drinking water available at all times.
- Toilet facilities (toilet, hand washing and hand drying facilities) must be accessible to each Guide participant.
- After the appeal is finished the Guide must be accompanied by their parent, or an adult authorised by their parent/s, travel home.

This requirement does not apply if the child is more than 12 years of age and the distance home is less than 10 kms and public transport is available and the travel is in daylight hours.

*Source: Fundraising issues sheets participation of children.pdf*

*QUT Business School: The Australian Centre for Philanthropy and Nonprofit Studies,  
[https://wiki.qut.edu.au/download/attachments/118897665/Fundraising+issues+sheets\\_participation+of+children.pdf?version=1&modificationDate=1302678578000](https://wiki.qut.edu.au/download/attachments/118897665/Fundraising+issues+sheets_participation+of+children.pdf?version=1&modificationDate=1302678578000)*

## Some Answers to Frequently Asked Questions

### 1 What is the minimum age requirement for The Great Guide Sleepover youth participants?

Guides must be at least 10 years old by 27 August 2016, and be registered in a Guide or Senior Guide Unit.

### 2 My Membership has lapsed. Can I still register for the event?

No. If you are registering as a Guide/ Senior, Leader, or Interim Leader/Unit Helper, your Membership must be current and financial to attend the Sleepover. This means having your Membership fees up to date. Your Membership status will be checked before the event.

### 3 I want to bring Adult Helpers with me. How do I register them?

Register Adult Helpers online, using the Adult Helper registration option. As this is an overnight event, Adult Helpers must be female.

### 4 I'm an Interim Leader. Can I take my Guides/Senior Guides to this event?

Yes, but all Interim Leaders must be accompanied by a fully qualified Leader. Please register as an Interim Leader/ Unit Helper.

### 5 I'm an Olave. Can I attend this event?

Olaves can only attend this event as a Leader or Unit Helper, attending with a Guide or Senior Guide Unit.

### 6 If I am too late to register, can I be put on a waiting list?

Yes. As this event fills quickly, we do create a waiting list. However, we can't guarantee you that you will secure a place.

### 7 I can't attend the Sleepover. Can I transfer my registration to someone else?

Yes, but only if you notify Guide House of the transfer before 5pm, Friday 22 July. Please ensure the new attendee is a current, financial Member of Girl Guides NSW & ACT. After this date, we cannot transfer your registration to another person.

### 8 I can't attend the Sleepover. Can I get a refund?

Refunds will only be offered to those who notify us before 5pm, Friday 22 July that they cannot attend. We often have a waiting list for this event, so please make sure you notify us as soon as possible if you can't attend so we can give the place to someone else.

- 9 If I am a Leader, how many Parent/Unit Helpers will I need to bring to make sure I have the correct Adult: Child Ratios?

Adult Ratios for camping are as follows; 10 years old; 1 adult: 8 Guides. Minimum Number of adults: 2.

11 years plus; 1 adult: 10 Guides. Minimum Number of adults: 2.

The needs of the youngest girl should be given the highest consideration.

Supervision ratios for activities, including camping and other such activities must be adjusted for girls with a verified impairment or additional visual, hearing, physical or intellectual needs. The level of care must be adjusted depending upon the demonstrated level of need.

A Junior Leader can be a member of staff but is not counted as part of the ratio. She is to be under the supervision of a Qualified Leader at all times and is not to be left as the sole supervisor of the girls.

- 10 I'm a Guide/Senior Guide. How much money should I fundraise for The Butterfly Foundation and Girl Guides NSW & ACT?

We ask that all Guides and Senior Guides attending the Sleepover fundraise a minimum of \$50 (in addition to the \$15 registration fee). Beyond this, the sky is the limit.

- 11 I'm a Leader / Unit Helper / Interim Leader/ Adult Helper. How much money should I fundraise?

There is no obligation for you to fundraise. However, you may request a sponsorship booklet and raise funds if you wish!

- 12 When do I send sponsorship money and booklets to Guide House?

Leaders are responsible for sending their Unit's sponsorship money and booklets to Guide House by 5pm, Friday 12 August. All booklets (whether filled in or not) must be returned. Leaders may like to create an earlier cut-off date for girls to return their sponsorship booklets, to ensure you can send them to Guide House on time.

- 13 Will the event still go ahead if it's raining?

Yes, the event will go ahead even if it is raining. In the event of extreme weather conditions, there is a contingency plan to accommodate participants safely.

- 14 Will the event be catered?

No. There will be no food provided on site so you must bring your own food for dinner, and breakfast the next morning. If you are bringing a mug for food or beverages, it must be an unbreakable insulated mug with a lid (a polystyrene or normal plastic cup is not suitable and could lead to someone being scalded).

If you bring instant noodles, hot water will only be supplied if the contents are transferred to a thermal mug with a lid for safety reasons.

**No mugs will be provided!**

follow us



**Girl Guides NSW & ACT** PO Box 950 STRAWBERRY HILLS NSW 2012

**P:** (02) 8396 5200 **F:** (02) 9211 5911

**E:** [events@girlguides-nswact.org.au](mailto:events@girlguides-nswact.org.au) **W:** [www.girlguides-nswact.org.au](http://www.girlguides-nswact.org.au)