

icon24girls

"Growing girls for good!"

Toolbox 4 Leaders



A Reference for new and serving leaders in existing Units

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WHAT IS ICONZ4GIRLZ?

iconz4girlz (IFG) or as the girls call it - "i-girlz", began as a response to parents with boys in the ICONZ programme asking.....

"Where is something for the girls?"



IFG is a weekly programme run either after school or in the early evening during term time, and is a place where girls have the space to be girls, whatever that may mean to them.

There is the opportunity to enjoy those high activity pursuits so loved by boys as well as the chance to have a go at some of the stuff that requires great hand/eye co-ordination that girls are so often good at.

Plus there's everything in between – limited only by their leaders' imagination (and common sense).

The programme is run by a local church that approves and police- vets all leaders. The programme is based on the SPACI system, the same as the boys' ICONZ –

- Spiritual
- Physical
- Adventure
- Community Service
- Interest

There are a mixture of indoor and outdoor activities to suit the seasons and where you live.



IFG adheres to the object and purpose of the Girls' Brigade.

The name iconz4girlz, the logo and the motto "*Growing girls for good!*" are trademarked and the written programmes are copyrighted.



LEADERSHIP - IFG STYLE

The host church provides the leadership team who are the key to the success of the programme.

IFG is an opportunity for women within the church to use their gifts and talents to deliver this exciting programme.

Shared Leadership – what is it?

- It is based on people's talents and gifts
- Everyone has ownership
- Everyone contributes
- The girls will see all the leaders in action
- It is an opportunity for leaders to encourage one another to develop new skills



What leadership roles are required to run IFG?

- A Senior Leader
- Programme Manager – overseeing the programme which is organised by the team
- Administrator - ordering of uniforms and awards, keeping of Unit records, statistical returns
- Finance person – invoices to parents for fees, uniforms etc. and keeping record of who has paid. Banking and reconciliation of bank statements etc.
- Communications person – responsible for written notices/ texts to parents, communicating with the church, the community, the girls; and posting on Facebook. Generally raising the profile of IFG in church and community
- Games Co-ordinator
- Risk Manager – oversees all Health and Safety requirements and documentation.
- Devotions Co-ordinator. Important that all leaders have a turn taking the devotional times so that leaders don't become stereotyped by the girls as being 'the religious one'. It is good to encourage those who are not quite so confident in this role to have a turn
- Transport Co-ordinator – for those weeks when you are heading off site
- Camp Co-ordinator
- AND any other role you wish to include

Where do I fit in?

- Overall Senior Unit Leader?
- Enjoy teamwork?
- Born administrator?
- Love finance?
- Good at Risk Management?
- Relate well to girls?
- Fun-loving?
- Great organiser?
- Encourager?

IFG BRANDING

The brand name iconz4girlz is written in bold VictorsHand font (not to be confused with the Victor Handwriting font).

iconz4girlz

The logo has a white cross at the centre of a stylised butterfly. Christ is at the centre of our programme and the butterfly is a symbol of development and growth.



The motto is

"Growing girls for good!"

Again this is in bold VictorsHand font and includes speech marks and an exclamation mark.

These brand marks are all registered trademarks and are available to download on the leaders' resource section of the IFG website www.iconz4girlz.org.nz

There is an official uniform

Leaders have a choice of three styles of tops – business shirt, polo shirt and T-shirt. (The white option business shirt is for formal wear only).





There is a choice of polar fleece or soft shell jacket for leaders.

Girls aged 5 to 13 wear a green T-shirt and those 14 and over a purple T-shirt. There is also a polar fleece jacket available for girls.



The same pink cap is worn by leaders and girls.

Apparel bears the IFG name and logo.

Refer to “Reference Document – Brand Style Guide” in the Appendix for the finer details.



IFG UNIT ORGANISATION

Ownership.

Extract from Memorandum of Understanding between your church and GBNZ Clause 8 (January 2019 version.)

- a. The Church owns and is responsible for its GB Company/IFG Unit.
- b. It can only operate as a part of the Church and must be authorised by Church leadership.
- c. Subject to compliance with the GBNZ Constitution and Rules the final word over all the operation of the GB Company/IFG Unit rests with the host Church

The Unit is part of the mission outreach of your church and is responsible for its welfare and that of its members. The church is also responsible for insurance, both property and public liability; for the financial viability of the Unit and ensuring that the numbers of registered leaders and responsible adult helpers is at a level sufficient to safely run the weekly programme and special events.

The church appoints a Church Liaison Person or Chaplain whose job it is to take special care of the Unit and be the communication hot line between church and Unit.

○ Leaders and Helpers

Who is a leader and who is a helper? We have no definitive answers as the church makes that call when approving people for leadership. However the following guidelines are provided:

Senior Leader and Leader.

- Is a Christian, usually a member of the host church but could be active in another church and sufficiently well known to the church officials.
- Is able to commit to weekly attendance and taking an active role in the life of the Unit.
- Completes training in the church's Health and Safety and Child Protection Policies, and is Police Vetted by the church.
- Completes IFG Leader's Registration Form and agrees to comply with the GBNZ Code of Conduct.

Helper.

- May or may not be a Christian but is not a detractor.
- May or may not be available on a weekly basis.
- May be called on from time to time for a specific purpose eg. Craftwork, camps.
- Completes training in the church's Health and Safety and Child Protection Policies, and is Police Vetted by the church.
- Completes IFG Helper's Registration Form and agrees to comply with the GBNZ Code of Conduct

- **Age Groups.**

The programmes have been written for four age groups:

IFG Explore (5-7 year olds)

IFG Adventure (8-10 year olds)

IFG Challenge (11-13 year olds)

IFG Ultimate for 14 years and over,

but there is the flexibility to run the programme in a 'mix and match' sort of way to fit your target group - the programme fitting the girl, not the girl fitting into the programme.

More details on the Ultimate Programme are in the Appendix.

- **Badge Booklet.**

A booklet is provided which lists all the badges currently available with a synopsis of each subject. There are over 120 of them. When planning their programme many leaders use this booklet as their primary resource.

- **The Programme Books.**

Books are provided to Units at no charge based on one book per age level per year. There are three books for each of the three age levels, Explore, Adventure and Challenge, while the Ultimate Programme covers three years in one book. A personal progress journal for each Ultimate girl is also available at no charge.

Additionally there is an "Optional Programmes Book" which has subjects which have been submitted by Units. A copy is provided free to all Units.

Books are printed by the GBNZ Support Centre as required so please place your order in plenty of time for the next year. The Centre closes for about three weeks over the Christmas/ New Year break so ordering in October is a good idea.

You may notice that the last session of every term's programme is known as "The Final Fling". This has been a very intentional move to give the opportunity for an invitation to be extended at least four times a year to extended families and friends of the girls as a community outreach. Seeing the inside of a church building for the first time for café night or getting to know you better over a burnt sausage at the park; so many ways to make the church a more familiar and friendly place.



- **The Quick Lookup Guide**

Is what you would expect - brief instructions on where to go for what. A copy is provided at the back of this booklet and is also in the Leaders' Resources section of the IFG website.

- **Uniforms, Badges and other Awards**

All items of uniform are ordered directly from our supplier, Seeit. Each Unit has their own on-line corporate account with Seeit and appoints a "Uniform Person" to take care of orders. Contact details for Seeit are in the Quick Lookup.

Badges are also ordered from Seeit in the same manner. Badges are not manufactured until requested so order at least a month in advance of any Badge Presentation function.

IFG Units with an ICONZ Unit at their church have been asking for an award similar to the boys' DIRT Boy Award. We have one. It is the PEARL Award Bracelet. PEARL standing for Perseverance/Ethical/Authentic/Reliable/Loyal. Where to order is in the Quick Lookup.



There is an IFG logo charm for a bracelet and this is also available from Seeit - can be used as a first anniversary award or surviving camp or similar.

Leaders are requested to always wear their uniform and a name badge for easy identification at IFG. An IFG name badge may be ordered from Seeit. This is of excellent quality having a robust magnetic clasp.



○ **Sample Run Sheet for a Typical IFG Session**

Phase 1:

Preparation:

5.30 p.m.	Leaders' set up and prayer time
5.45 p.m.	Have registration table set up and a leader allocated to oversee the Sign-In Process, another to answer parents' questions, accept monies etc. and a third ready to take the first game
5.50 p.m.	Start the game with the early birds, something everyone can join in as they arrive

Phase 2:

The event:

6.00 p.m.	All gather together for welcome and opening prayer
6.15 p.m.	Devotions / team talk
6.30 p.m.	Games
6.35 p.m.	Badge subject
7.15 p.m.	Final game
7.25 p.m.	Notices and final comments
7.30 p.m.	Prayer and Home Time

Phase 3:

After the event:

At the end of the evening have leaders available to sign out girls, meet and greet with parents, or be available to the girls who want to chat.

Girls must remain in the hall until signed out by parent (or caregiver)

You need all hands on deck to pack and tidy up. Some parents may enjoy joining in the clean-up but feel too shy, so invite them to do so.



- **Discipline**

Some ideas -

- ✓ Be fair but firm. Lead by example and set the culture you wish to maintain. Soon you will be hearing a new girl being told “We don’t do that here”.
- ✓ Be careful not to make negative comments about another leader or a girl, especially in the hearing of the girls.
- ✓ Have a bin at the door where girls can (symbolically) put their disappointments, inappropriate behaviour etc. on their way in. They can choose whether or not to retrieve them on the way out. Build up trust before introducing this tool.
- ✓ Draw up a “Treaty of Expected Attitudes and Behaviour”. Girls negotiate the treaty and sign with their handprint



IFG UNIT ADMINISTRATION

○ Record Keeping

To save a lot of grief down-the-track get into the habit of keeping excellent records. Appoint someone who has the gift of administration to the job. This person may be the treasurer and the uniforms person as well, but not necessarily.

Make up spread sheets for your records or, if you prefer to use pen and paper, some forms are included in the Leaders' Resource section of the IFG website for you to print off. They are:

- Fees and Uniform Record of Payments
- Names of girls in each team
- Individual Personal Information and Record of Awards Earned
- Team Attendance Roll



Because our creative leaders tend to flip around the various programme books a lot, unless an excellent record is kept it soon becomes a nightmare trying to find out what badges have been covered in the programme already, especially when former leaders have moved on. A record in a log book or folder kept in the Unit's secure place with the girls' Consent Forms and the like is a better place for this than on someone's personal computer.

GBNZ require you to complete an annual update for your Unit. This is currently called "Annual Statistical Return". It is important that this is completed and returned promptly so databases can be updated for one thing.

○ Finances

Again, keeping records of payments is so important; as is collecting fees each term. Encourage all parents to pay for fees, uniforms etc. by internet banking as you don't want the valuable time you have with the girls being used up handling cash instead. Encourage those who prefer to pay weekly to set up an Automatic Payment (AP) with their bank.

GBNZ will request your 'stats' each term. That means the number of girls you have attending that term. This number is used to invoice you for the National Fees. Currently (2019) this amount is \$15.00 per term.

Some church members may like to sponsor a girl in the Unit by helping out with fees and uniform and badge purchases.

The Department of Internal Affairs offers grants from Gaming profits. Check out the rules at <https://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups>

Although some church people may be against this, the scheme has been put in place to be of benefit to community groups. Check with your Pastor/Church Liaison Person for the policy of your church.

Ask local businesses for sponsorship.

It probably works best, and the church would prefer it, if you have your own Unit bank account and have at least three signatories for this with any two to authorise or sign co-jointly. GBNZ has been working with the Charities Commission and the auditor for some time and it has been agreed that GB Companies and IFG Units are not required to furnish full annual financial reports to GBNZ. This means that Units can no longer use the GBNZ CC number on their bank accounts for fee and RWT (tax) exemptions. Your church probably has one which you would now use instead. Talk to your church liaison person and church treasurer about setting up a bank account.



HEALTH AND SAFETY

- **Review of training received on the Health and Safety and Child Protection Policies of the church.**

This review is because although the church is responsible for training you in these policies GBNZ have a duty of care as well to you as an IFG leader.

Has this training made you feel more confident?

Has the church provided you with forms to be completed in case of accident or incident and RAMs forms for activities you will be doing either away from the usual venue, outside the usual session meeting time or that have a perceived high risk?

Do you know the church's minimum adult/child ratio requirement?

Do you know who the H and S Officer for the church is and how to contact that person if required in an emergency?

Is the church in a tsunami -risk area? If so what is the plan to get girls to higher ground?

Practical

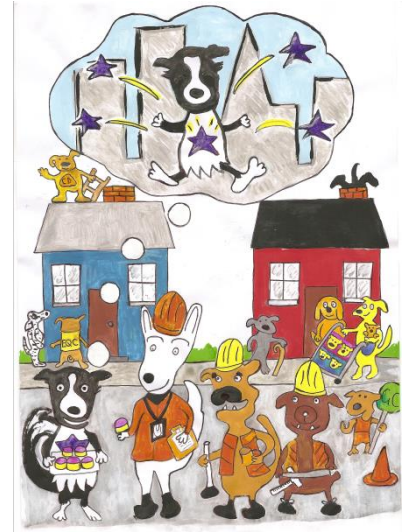
- Will the church emergency evacuation plan suit your Unit? Practice this emergency evacuation now. Notice if it would be suitable for 20 or 30 scared little girls? What will you do with them once evacuated? Where will you keep the Sign in form to use for roll call once you are at the assembly point? Do you have ready access to a First Aid kit? Is it up to date? Is it at the venue or does a leader bring it each week? What if that leader is away?
- Now do a walk-through of building and grounds and identify:
 - Marked exits
 - Fire alarms
 - Fire extinguishers
 - Any possible hazards like equipment blocking hall way or on top of cupboards
- Will you have a "Grab-and-go" kit? Does everyone know where it is kept?
 - What will be in it?
 - Contact details of parent/caregiver/emergency contact person
 - Calming or interesting activity to do while waiting at the assembly point for the all clear
 - Anything else?

- **Health and Safety Forms**

IFG provides a girls' Annual Consent Form which is required to be completed by a parent/caregiver EVERY year. This form may be located in the Leaders' Resources on the IFG website. Keep all completed forms in a secure (locked) place.

Other forms are also available on the website or the church may require you to use theirs.

- Attendance Sheet (Sign In/ Sign Out)
- Risk Management – Planning Information Sheet
- RAMS – at the usual meeting venue / time – Sample
- RAMS – away from the usual meeting venue – Sample
- RAMS Form
- Activities outside usual venue/time
- Accident and Incident Report Form



Copies of the forms should be filed with the church. In the case of overnight camps or activities with perceived high risk please also email a copy to rams@iconz4girlz.org.nz

- **Health and Safety – Risk Management Analysis and other considerations**

All IFG leaders are encouraged to hold a current First Aid qualification and there should be at least one holder present at every session.

ALL leaders, not just the person in charge, are responsible for the welfare of the girls.

The church may ask you to put together a H and S document not covered by the existing church document that is specific to your IFG Unit usual weekly sessions. (Sample provided on the website).

Teaching safety to the girls is covered in the following programme modules:

- 1st Year Explore – Term Two/ Weeks 8 – 10. Safeaz - Quakez
- 2nd Year Explore – Term One/ Weeks 2 -4. Safeaz – Water
- 3rd Year Explore – Term Four/ Week 1. Fire
- 1st Year Adventure – Term 2/ Weeks 8 – 10. Safeaz – Choose from - Home, Road, Fire, Internet
- 1st Year Challenge – Campz. Includes comprehensive planning guide for leaders on Pages 36 – 52

COMMUNICATING

○ **Publicity**

Printed publicity material available:

- ❖ “Have you heard” information brochures for your Church members
- ❖ Recruiting postcards
- ❖ Three 4 Free vouchers
- ❖ A3 posters

Is your group registered on all the local community databases e.g. library, Citizen’s Advice?

Provide the church with lots of photos for Sunday screen time. The church wants to feel part of what’s happening.

○ **Websites**

Your Units details are loaded on the “Find a Unit” section of the IFG website and also on the GBNZ website. Advise any changes required to website@iconz4girlz.org.nz

Check that you are included on your church’s website and that your news is frequently updated on there.

○ **Facebook Page**

‘IFG Leaders NZ’ is a closed group used by IFG leaders to share ideas, swap badges and communicate with the other IFG groups around New Zealand. To find the closed group search ‘IFG Leaders NZ’ and click the join button or if you are having difficulty finding the page please email our administrator Sarah at woolleysa@gmail.com to be manually added

○ **Your questions**

You will find the answers to most questions in the Leaders Quick Look Up Guide. For anything else email info@iconz4girlz.org.nz with any general inquiries and rams@iconz4girlz.org.nz with Health and Safety questions.

ABOUT GIRLS' BRIGADE

History:

Girls' Brigade began at the Sandymount Presbyterian Church in Dublin, Ireland in 1893. The first Girls' Brigade Company in New Zealand was formed in 1928 at the Caversham Baptist Church in Dunedin. In 1964 three similar organisations, The Girls' Brigade in Ireland, The Girls' Guildry in Scotland and The Girls' Life Brigade in England and Wales amalgamated and became The Girls' Brigade. Further information on the history may be found on the IFG website.

The initial approach to the Boys' Brigade NZ regarding the possibility of the Girls' Brigade NZ taking on a girls' version of ICONZ was made in 2007 and the first IFG Unit was launched at Northpoint Baptist Church at Bell Block New Plymouth 20 May 2009.

Object:

"To help girls become followers of the Lord Jesus Christ, and through self-control, reverence and a sense of responsibility, to find true enrichment of life."

Purpose:

"To provide a skills and values based Christian programme for churches to deliver to girls, to empower them to succeed in tomorrow's world".



1st Dunedin Girls' Brigade Company has been meeting at Caversham Baptist Church since 1928

Girls' Brigade – International and Local:

- The Girls' Brigade International Council which is the world body of the Girls' Brigade was formed in 1968.
- The motto of GBI is *"Girls' lives transformed – God's world enriched"*
- GBI is organised into five 'Fellowships' – Europe, Caribbean/ Americas, Africa, Asia and Pacific. The International President (2019) is Priscilla P Penny of Zimbabwe.
- Girls' Brigade International was accredited with special consultative NGO status by United Nations in October 2018.
Access to the UN will empower Girls' Brigade International and its members to provide analysis and raise public awareness of gender justice issues on the global stage, play a role in advancing United Nations goals and objectives on gender equality, attend UN conferences and events for free, make written and oral statements to United Nations and influence policy making.
- GBI are doing some exciting stuff and all the latest news may be found on their website gbworldwide.org



Girls' Brigade New Zealand Incorporated is a Registered Charity governed by a National Council that meets annually. Between Council meetings day to day governance is attended to by an elected National Board. There is small paid staff who attends to the administration. It is based at The GBNZ Support Centre, Unit 5/81 Hillside Road, Wairau Valley, Auckland, 0627. Phone: (64) 09 442 5055

The Postal Address is:
PO Box 100983
North Shore Mail Centre
Auckland 0745

Girls' Brigade groups are referred to as 'Companies' and each has its own unique title e.g. 1st Dunedin Company. Currently there are approximately 70 GB Companies in NZ. Companies are organised into GB 'Areas' and it is the Area who elects representatives from amongst the Company leaders to attend the annual National Council of GBNZ. IFG leaders have the right to attend Area meetings and to make themselves available for nomination as Area Representatives to the National Council and to stand for the National Board and other National positions, just the same as GB leaders.



A BRIEF HISTORY OF ICONZ4GIRLZ

The first iconz4girlz Unit launched at the Northpoint Baptist Church, Bell Block New Plymouth on 20 May 2009. The following month the leaders of the Unit came along to the GBNZ Conference in Hamilton to share the good news.



A few weeks later a second Unit commenced at Welcome Bay Baptist Church in Tauranga. Although The Northpoint Unit wrapped up after about five years the Welcome Bay one is still operating.

Many Units opened and many Units closed over the next ten years and today there are 25 Units reaching approx. 450 girls for Christ.

The beginning of the journey

I had been hearing a lot about a new programme the Boys' Brigade were rolling out called "ICONZ". On my way north for my induction as National Commissioner in 2007 I made a courtesy call at the Boys' Brigade HQ to introduce myself but also to find out what this ICONZ was all about! I was told that ICONZ had taken off like a rocket and churches, parents and sisters were asking "Where is something for the girls?"

In February 2008 Boys' Brigade officials meet with Girls' Brigade representatives and BB offered all their ICONZ material to GB at no cost if they wished to take on the girls' version of the ministry. BB had invested a huge financial commitment into the set up so we are very grateful to BB for this amazing gift. This had been the first time for many, many years that BB and GB had worked together at this level.



Present at historical meeting - Graeme Creahan (BBNZ National Director) Rev Harry Shaw (BBNZ ICONZ Ministry Team) Stu Thompson (BBNZ ICONZ Development Manager) Jennifer Box (GBNZ Rep), Charmayne Johnstone GBNZ Rep , Christine Brunt (GBNZ National Commissioner), Elizabeth Dickens (GBNZ Admin Director) Murray Donovan (BBNZ Executive Officer).

The GB National Executive agreed that a steering committee should be set up to look at the feasibility of running an ICONZ for girls and due diligence resulted in the steering committee being appointed as a Ministry Team to take the project forward.

Members of the Team where:

Jennifer Box QSM JP (Convenor) a former National Commissioner of GBNZ and former Chairman of the GB Pacific Fellowship and Vice President of GB International

Janice Zachan QSM JP also a former National Commissioner of GBNZ and former Chairman of the GB Pacific Fellowship and Vice President of GB International

Charmayne Johnstone a former member of GBNZ Executive and Event Co-ordinator of two GBNZ Fonomarae

Christine Brunt National Commissioner of GBNZ at the time

The Senior Leader of the Northpoint Unit, Joanna Elliot, was brought on as leaders' representative.

The name iconz4girlz (IFG) was chosen and logos and uniforms were designed. The Team secured funding for salary for a development manager but when the right candidate did not come forward the Team wasted no time in tackling the development work themselves as volunteers. Further funding was sourced as it was important to the Team that there would be no cost at all to GBNZ. 12 years of weekly programmes were written and over 100 badges designed. Compliance documents were put in place and a training programme to introduce leaders to IFG was put together.

The BB Development Manager at the time, Stu Thompson, was contracted to help and the early Units were opened by Stu.



Northpoint girls are the poster girls for our publicity

The Board of GBNZ disbanded the IFG Ministry Team in June 2017 and the former ministry was renamed a "programme". Administration which had been the work of the convenor was passed to the staff of GBNZ and Charmayne and I were asked to continue as members of a GBNZ Development Team with particular responsibility for identifying prospects, setting up new Units and delivering initial training to new Unit leaders.

Christine Brunt MNZM

GBNZ National Commissioner 2007-2010

Team Member and later Convenor IFG Ministry Team 2007-2017

21 January 2019

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Ultimate Programme



The Ultimate Programme is a mentor-based programme for girls in the 14 to 17 year age group, but as always there can be flexibility in the ages in this grouping- at either end.

The decision to move girls into this level at 14 was made because of all the life changes going on in a girl's life at 13 – new school, new friends, new youth group etc and i-girlz may be the one place where she doesn't have to cope with the new during Year 9.

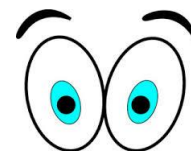
The Ultimate Programme contains 20 options called 'Apps'. Each 'App' offers 5 different challenges to choose from so in all there are 100 different choices within the programme. There is a badge awarded at the completion of each App and these are worn on the i-phone image on the back of the Ultimate uniform which is a purple t shirt.

The leader of this group acts in a mentoring role and the girls each receive their own journal in which to record their Ultimate journey.





iconz4girlz Leaders' Quick Look-Up



- **IFG website leader's resources:** www.iconz4girlz.org.nz A list of items available on Resources are included at the back of this guide. No password needed.
- **GBNZ website is:** www.girlsbrigade.nz The password to the leaders' section is unity2017 (as at Aug 2018). Programme and craft ideas.
- **Newsrap magazine:** newsrap@girlsbrigade.org.nz Deadlines: mid Feb and end of July but send in anytime.
- **Facebook pages:**
 - 'iconz4girlz' is our page open to the public where we advertise special events coming up, share successful past IFG stories and promote our organisation to the wider Facebook community. Do not post leader questions on this.
 - 'IFG Leaders NZ' is a closed group for IFG leaders to share ideas, swap badges and communicate with the other NZ IFG groups. Search 'IFG Leaders NZ' and click the join button. If you have any difficulties email our administrator Sarah at woolleysa@gmail.com to be manually added. We are currently revitalising the badge swap on the page through google drive where you can offer/request badges. For now go to: https://docs.google.com/spreadsheets/d/1rGj66mXPfcx4ZzA5Vo0g-Zdqeww7iyb2s2_Ok-SDMQc/edit?usp=sharing

PUBLICATIONS AND MERCHANDISE



- **Ordering uniforms and badges:**

Go to the Seeit website www.seeit.co.nz Click Corporate Customers ORDERING. Blue box on left side of the home page. Enter your Unit's unique user name and password which was provided to your Unit by Seeit. There is an Order History tab where you can check on the progress of your order. (Delivered means delivered to the courier). Allow four weeks for delivery of badges as these are made

to order. Contact Leanne Sickler who is our person at Seeit if you have any queries about uniforms and badges. sales@seeit.co.nz 0800 473 348

NB: How to get a badge produced for a new subject: Write up the programme that you will be doing with your girls. Send this along with your ideas for the badge-design to info@iconz4girlz.org.nz We will organise a badge to be produced and made available for all Units to order through the usual badge ordering process with Seeit and add the programme outline to the Optional Programmes on the website.

- **What to use the little IFG charms for?** For making charm bracelets to present to girls at leaders' discretion - after one year's attendance for example. Add other charms sourced locally (Spotlight?) for attending a camp or mastering memory verses and the like. Instructions for making bracelets on IFG website.



- **Programme books:** Order from shop@girlsbrigade.org.nz Books will be printed on request so don't leave until the last minute as the GB shop closes for several weeks from the beginning of December so best to order by October for the following year.
- **GB Bibles:** Order from bibles@iconz4girlz.org.nz These bibles have been gifted by the Bible Society of NZ so cannot be purchased. They are available to you at no cost on request.
- **Faith Box devotional material:** All eight volumes of the Faith Box devotional material are available for you to download from the Resources section on the IFG website. (We hold a license for these)



- **Publicity postcards and Three4free vouchers:**

Available free on request from info@iconz4girlz.org.nz

- **To order your own IFG business cards:** or to have printing and design work done for your Unit contact: liz@valkdesigns.co.nz

t. +64 3 578 2442

m. 027 243 0356 (These are not free)

Liz has all our IFG graphics on file.



- **IFG Unit Flag:** Order your Unit flag from George Shen at The Flag Company. sales@flags.net.nz 021 169 3379 09 273 5598
Flags cost \$100 plus GST and freight. Ask for the blue version and for the name of your Unit to be printed on the flag. Flag can also be used as a banner or a tablecloth.



- **IFG Premium Pull Up Banner:**

Order your Unit Pull Up Banner from John Pearce at FlagsBannersDisplays. info@flagsbannersdisplays.co.nz 0508 347 752 www.flagsbannersdisplays.co.nz
Banners cost \$295 + GST + freight



We have upgraded to the robust Premium version of the banner to cope with wear and tear of weekly use.

Premium Pull Up Banner - 2150 mm (h) x 850 mm(w) Comes with a padded carry bag. Payment required prior to shipping.

- **Leaders' name badges:**
Order from Seeit - same method as for ordering uniforms or girls' badges.



- **PEARL Award Bracelets:**

Our answer to the ICONZ boys' DIRT badge that you have been asking for. Until further notice order from Charmayne rams@iconz4girlz.org.nz
The IFG charm may be added to this bracelet.



PAPERWORK - download off website.

- **Leaders/Helpers/Assistant Leaders' Registration forms and Registration Renewal forms:** Registrations forms are completed by ALL leaders and helpers and endorsed by the church. Are renewed every 3 years after that. Email forms to info@girlsbrigade.org.nz or post to GBNZ Support Centre PO Box 100 983 North Shore Auckland. (Police Vetting is required for ALL leaders and helpers aged 18 and over and is renewed 3 yearly. Completed by the church who verifies on leaders'/helpers' registration form.)
- **Code of Conduct Forms (Leaders' and Helpers'):** Completed forms are **filed locally** and re-signed three yearly - but good to review annually; at first planning meeting of the year is ideal. Assistant Leaders (under 18) do not sign a Code of Conduct.
- **Consent Forms from girls:** Must be completed annually. Includes consent to use photographic images on social media. Use information to compile rolls, contact and emergency contact lists etc. then store in a secured place. Available to download from website. Double sided form. Portrait and Landscape options - print on both sides and flip on short side for landscape.
- **RAMs forms:** Place completed forms on Unit file and on Church file. If a camp, sleepover or an activity with perceived high risk also send a copy to rams@iconz4girlz.org.nz

ADMINISTRATION AND FINANCE

- **Requests for number of girls attending your Unit each term:** Used for invoicing of national fees, funding applications etc. Send to accounts@iconz4girlz.org.nz
- **For queries regarding invoices received from Girls' Brigade NZ:** Contact accounts@iconz4girlz.org.nz

RESOURCES AVAILABLE ON THE ICONZ4GIRLZ WEBSITE:

www.iconz4girlz.org.nz/Resources

Equipping (training workshops and Leaders' Toolbox)
Uniforms and Badges including A5 Booklet of Badges (2017) to print
Weekly Programmes - all levels including
Optional Programme Book - extra badge subjects (2017)
Frequently used programmes
Faith Box Devotional Material - Eight Volumes
How to order IFG Flag and IFG Banner Graphics
Latest Contributions from Leaders



Forms for Leaders' Registration Process

Leaders' Registration Process

Information

Senior Leader's/Leader's Registration
Assistant Leader's Registration (under 18's)
Helper's Registration
Code of Conduct Document - Welfare, safety and continuing personal development
Code of Conduct for Leader's Declaration
Code of Conduct for Helper's Declaration
Senior Leader's/Leader's Registration Three Yearly Renewal
Helper's Registration Three Yearly Renewal

Health and Safety Forms

Consent Form for girls - renewed annually (Landscape or Portrait options)
Safeaz - introduction to H and S
Safaz Form One - Attendance Sheet (Sign In/Sign Out)
Safaz Form two - RAMs Planning Sheet
Safeaz Form Three - SAMPLE RAMs Form for usual meeting venue/time
Safeaz Form Four - SAMPLE RAMs Form for outside usual meeting venue/time
Safeaz Form Five - RAMs Form
Safeaz Form Six - Activities/Events/Sleepovers Form for outside usual venue/time
Accident and Incident Report Form

Other

- Leader's Quick Look Up Guide

All matters relating to theology, discipline of leaders, insurance, and Health and Safety and Child Protection policies are the responsibility of your host church.

REFERENCE DOCUMENT

Why do we need this?

This is where we have gathered together all that random information which you may need sometime and wouldn't know where else to look for it.

- Inaugural partnership with BB/ICONZ meeting to discuss possibility of an ICONZ for girls was held 14 February 2008
- First IFG Unit opened 20 May 2009 at Northpoint Baptist Church, Bell Block, New Plymouth.
- Website host Zeald. Domain name - iconz4girlz
- GBNZ solicitors (2018-2019) are Peny Patel Law (Denise Wilson)
- The Girls' Brigade New Zealand is an incorporated society. The Certificate of Incorporation number is 221635 and date of incorporated was 13 March 1953.
- The Charities Commission Registration number for GBNZ is CC26137
- The NZ Intellectual Property Office looks after registered trademarks.
 - The IFG logo is trademarked. IP number is 848810
 - The name iconz4girlz is trademarked. IP number 1072563
 - The motto "*Growing girls for good!*" is trademarked. IP number 1085973
- The iconz4girlz bank account number is 02-0108-0129463-00 (BNZ Glenfield)
- GBNZ CCL Number is 78646
 - What is this?
 - Licence to use copyrighted Christian music

- The Te Karaka Trust Charitable Trust number CC26072. GBNZ is the sole beneficiary of this Trust. Funds where from the sale of Girls' Brigade Training Centre at Waikanae.

Brand Style Guide - Printing

The folded DL size leaflets with information for members of the congregation are printed on 130 gsm gloss paper. Colour both sides.

Recruiting and Three 4 Free postcards are printed on 235 gsm card. Colour both sides with one side gloss laminate.

Digitally printed A3 posters. Full colour one side only. Printed on 100 gsm matt paper. 5mm white non printed margin all edges.

PMS colours:

Pink 213c

Green 368c

Blue 7458c

Light blue 290c

Our graphic designer is Liz Valk

liz@valkdesigns.co.nz

027 243 0356.

