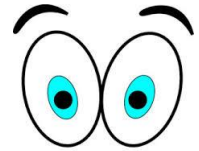




iconz4girlz Leaders' Quick Look-Up



- **IFG website leader's resources:** www.iconz4girlz.org.nz/Resources
Hint: May need to bring up the home page then add /Resources to the address.
A list of items available on Resources is included at the back of this guide.
- **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-Zdgeww7iyb2s2_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 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. 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 and presenting to girls at leaders' discretion - one year attendance for example. Add other charms sourced locally (Spotlight?) for attending a camp or mastering memory verses and the like.



- **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.
- **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
- **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
The IFG artwork has recently been updated and is looking sharp. 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.
- **New leaders' name badges:** Order from Seeit - same method as for girls' badges.
- **New PEARL Award Bracelets:** Until further notice order from Charmayne rams@iconz4girlz.org.nz

PAPERWORK - download off website.

- **Leaders/Helpers/Assistant Leaders' Registration 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:** Police Vetting is required for ALL leaders and helpers aged 18 and over. Completed by the church who verifies on leaders'/helpers' registration form OR Police Vetting Consent form completed and sent with verified ID to GBNZ for processing. Instructions on website.

- **Code of Conduct Forms (Leaders' and Helpers')**: Completed forms are filed locally and resigned three yearly - but good to review annually; at first planning meeting of the year is ideal.
- **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.
- **RAMs forms**: Place completed forms on Unit file and on Church file. If a camp 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 Julia Allen accounts@iconz4girlz.org.nz
- **For queries regarding invoices received from Girls' Brigade NZ**: Contact Julia Allen accounts@iconz4girlz.org.nz

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

RESOURCES AVAILABLE ON THE ICONZ4GIRLZ WEBSITE:

www.iconz4girlz.org.nz/Resources

A5 Booklet of Badges (2017)
Optional Programme Book - extra badge subjects (2017)
Adventure Year One Programme Book (not revised - 2009 version)
Memorandum of Understanding Form (latest - 2016 version) **CURRENTLY UNDER REVIEW**
- FOR USE BY CHURCHES
Faith Box Devotional Material - Eight Volumes



Forms for Leaders' Registration Process

Senior Leader's/Leader's Registration
Assistant Leader's Registration (under 18's)
Helper's Registration
Senior Leader's/Leader's Registration Three Yearly Renewal
Helper's Registration Three Yearly Renewal

Police Vetting Consent version 3/18

Instructions for completing PVC form and verified ID version 3/18

Use these forms only if verification of Police Vetting not provided to GBNZ by your church

Health and Safety Forms

Consent Form for girls - renewed annually
Code of Conduct Document - Welfare, safety and continuing personal development
Code of Conduct for Leaders and Assistant Leaders Form
Code of Conduct for Helpers Form

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 outside usual venue/time

Accident and Incident Report Form

Yet to come on website

- How to Order an IFG Flag with photo
- How to Order an IFG Pull Up Banner with photo
- Instructions for making an IFG charm bracelet
- All yearly programme books as they are reviewed