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**Your first term - Programme planner for Guides**

This document is a guide to your first term’s programme as a Guide unit. There’s 12 weeks of unit meetings (a full term) to give you time to get started on introducing Girlguiding and our programme to new girls and volunteers.

Each week has a theme to support you to build a balanced and varied programme for your unit – it’s not a prescriptive programme, but rather some ideas to get you started - so feel free to adapt to your own girls, volunteers and area. The programme presumes an hour and a half of meeting per week, but again, this is different all across the UK and you should adapt to your own times and venue. You may also need to adapt to the specific needs of girls in your unit – have a look at our guidance <https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/including-all/including-members-with-additional-needs/adapting-games-and-activities/> to make sure that all girls are included in the activities on offer!

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| **Week number** | **Theme** |
| 1 | Welcome to Girlguiding |
| 2 | At home and abroad |
| 3 | Exploring our Promise |
| 4 | Patrols and Participation |
| 5 | Exploring the Programme |
| 6 | Planning for the next half-term |
| 7 | STEM activities |
| 8 | Unit Meeting Activities |
| 9 | WAGGGS challenge badge |
| 10 | Unit Meeting Activity, Skills Builder and Interest Badges |
| 11 | Trip and Promise celebrations |
| 12 | Evaluation and planning for Term 2 |

Each week has a checklist of what to do before and after your meeting so that you’re able to keep on top of any administration requirements. If you’re not sure how to do any of this, your local commissioner, buddy or mentor will be able to support you with how to do it.

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| **Week commencing** | **Activities and resources** | **Time** | **Themes covered** |
| Week 1 – Welcome to Girlguiding  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Decide what the Guides are going to call you** – there’s no right answer to this! Some Leaders use their first name, others prefer to have a ‘Guide name’ based around a theme – which could be anything from Disney characters to Australian animals. * **Identify where parents can wait if they want to see what their daughter is joining** – encourage parents to stay – you may get another volunteer if they enjoy it! * **Decide how you want to end your meeting** – some units gather in a circle and sing the traditional song ‘Taps’ (you can look it up online or ask locally), others stand in a circle and say the Promise altogether to end the meeting and some have a quick discussion about how the evening has gone and give out any reminders for the next week. Again – there’s no correct way to end a meeting, just like there’s no correct way to start one! You should consider ensuring that your closing is inclusive of all members – some members prefer not to use ‘Taps’ to include those of all faiths and none - and this is absolutely fine. * **Make sure your admin is ready to go using our handy online checklist** –<https://go.girlguiding.org.uk/help/Preparingforthestartofterm.pdf>   ***At the meeting***   1. **Introducing girls and volunteers:**   Sit down in a circle and introduce the Leaders.  Play ice breaker games to get to know each other.  Suggestions:   * **Human Bingo** – give out a human bingo sheet to each girl. The aim of the game is to get a signature in every box on the sheet. The girls should move round the room trying to get a signature in each box. You could make it trickier by saying they can only use each signature once. * **Two Truths and a lie** – taking turns around the circle, each girl says three statements – two truths and a lie – and everyone else guesses which statement is the lie. * **Me too!** – girls all sit in a circle except one in the centre. Ensure a space is left in the circle. The girl in the middle shouts a statement eg ‘I have a brother’ and everyone who the statement applies to must swap places in the circle. The last girl to move is in the middle and says a new statement.  1. **Girlguiding Quiz:**   Using the ‘Facts about Girlguiding’ quiz below, ask the girls to stand up if the question is true and stay sat down if it’s false. After each question, give the girls a little bit of information to back up the statement.   * Girlguiding is in 100 different countries around the world. (False – it’s 150) * Every year, Girlguiding host a massive pop concert that only Guides can attend. (True) * Guides can travel abroad with Girlguiding. (True) * Guides decide their own activities for meetings. (True) * Guides have to wear dresses for meetings. (False – they can if they want, but the uniform also includes a long sleeved t-shirt, a hoodie, a polo shirt, a skirt – and whatever trousers they like) * Guides make a lot of craft items. (Both true and false – the correct answer is only if the Guides want to!) * Guides have to promise to serve God. (False – Guides do not have to make the Promise if they don’t want to, the Promise is to develop their beliefs – whatever they may be)  1. **Guiding corners game**   Label each of the corners in the room as Rainbows, Brownies, Guides or Rangers. They can stand between corners if they like or the middle if the statement applies to everyone.   * Are aged between 10 and 14 (Guides) * Wears a uniform (everyone) * Go camping (Brownies, Guides and Rangers) * Go on exciting trips (everyone) * Are aged between 5 and 7 (Rainbows) * Have sleepovers in unusual venues (everyone) * Goes on adventures (everyone) * Are aged 7 to 10 (Brownies) * Works towards badges and awards (everyone) * Chooses what they do in their meeting (everyone) * Are aged 14 to 18 (Rangers)  1. **Communication game**   One member of the group should leave the room. The remaining members should decide on a rule for communicating, for example, you can only talk when you have a thumb on the table. Ask the other member to come back in. She should then try to guess what the communication rule is. Swap roles to ensure that each girl gets a go at guessing the communication rule.   1. **Human knot**   Ask girls to form a circle, all holding hands. Choose one girl to step out of the circle and close her eyes. Give the rest of the group two minutes to make the biggest human knot that they can by moving around in the circle. They should keep holding hands the whole the time. Ask the girl to open their eyes and try to untangle the human knot by directing the girls in the circle. It often proves difficult!  If that’s too easy, take it one step further: have the girls stand in circle and reach across with both hands, grabbing onto other girls' hands; then have one girl try to untangle this more advanced knot!   1. **Human Noughts and crosses**   Place nine chairs in a square, three chairs by three chairs. Split your girls into two teams, the noughts and the crosses. The girls from each team then take it in turns to sit on a chair. When they sit down, they need to make either a nought or a cross with their arms. The aim is to get a line of noughts or a line of crosses.   1. **Close the meeting**   Introduce how you intend to close the meeting. You could:   * Gather in a circle and sing the traditional song ‘Taps’ (you can look it up online or ask locally) * Stand in a circle and say the Promise altogether to end the meeting   Have a quick discussion about how the evening has gone and give out any reminders for the next week.  ***After the meeting:***   * Update any new member details on GO online (or ask someone else to do it) * Update your accounts sheet with details of any payments made | 30 mins  10 mins  10 mins  10 mins  10 mins  10 mins  10 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 2 – At home and abroad  \_\_/\_\_/\_\_ | *These activities are taken from WAGGGS’ World Thinking Day 2016 pack*  ***Before the meeting:***   * **Print a couple of copies of page 53** - <https://www.wagggs.org/en/resources/world-thinking-day-2016-printer-friendly-connect-activity-pack/> * **Print one copy per group of the international quiz** – <https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/international-quiz-online.pdf>   ***At the meeting:***   * **Game: Magic boots**   Choose an outdoor space or an open area and mark a starting point (A) and finishing (B) point (approximately 3 meters apart). The goal is to transfer the entire group from point A to B using one pair of magic boots. The problem is that you have the following rules:   * + No body part can touch the ground except for feet wearing the magic boots.   + The boots cannot be thrown across the field between points A to B, but they can be carried.   + Each foot on each person can only wear a boot safely for one trip across from point A to B.   + After that foot is used, it cannot be used for any more trips.   If necessary, you can appoint one member of the group to be the magic boots ‘guardian’ making sure that no rules are broken. If the group is big, you can split them into smaller teams which will compete. The first team that moves all its members from point A to point B, wins!  **2) Exploring Girlguiding at world level**  Explain that Girlguiding has a world organisation – WAGGGS (World Association of Girl Guides and Girl Scouts). WAGGGS has 5 regions: Africa, Arab, Asia-Pacific, Europe and Western Hemisphere. Give out the photos, which are of Girl Guides and Girl Scouts from 10 different Member Organizations. Guess which photo belongs to which region. If you have internet access, you could look up Guiding & Scouting in different countries across the world.  **3) International Quiz** – split the girls in teams and ask them to complete the quiz (you may want to allow access to the internet). Mark the quiz afterwards.  **3) World Centres**  Explain that Guiding has five centres across the world – Pax Lodge (London), Our Chalet (Switzerland), Sangam (India), Our Cabana (Mexico) and Kusafiri (Africa) – the African centre moves around different countries to host events. This activity is exploring Switzerland. The alp-horn was traditionally used by the shepherds in the alps of Switzerland as a tool for communication. Different combinations of sounds would be used to pass along various messages – we’ll use this technique to practice our communications skills.  Split the group in 3 teams: Shepherds, Cows and Nature   * Shepherds: make the sounds. * Cows: follow directions by listening to the sounds made by the Shepherds. * Nature: this group should have at least 3 youth members; they stand still around the route as obstacles, like the rocks, trees, rivers, etc.   The aim is for the Cow to complete the route, by following the musical directions given by the Shepherds without running into any of the ‘Nature’ obstacles. Come up with different sounds that will represent the following statements: turn right, turn left, walk straight ahead 5 steps, stop, etc. Make sure everyone knows the “code” and is aware of the safety rules. When everyone is ready, let the cows free and start the game!  **4) Close the meeting** | 20 mins  15 mins  20 mins  30 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □ |
| Week 3 – Exploring our Promise  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Learn the Girlguiding promise yourself** – use this weblink to help you: <https://www.girlguiding.org.uk/about-us/what-makes-guiding-special/the-promise/> * **Discuss your understanding of the promise with your mentor or your buddy** – this will help you check you’ve understood the meaning before you try to explain it to someone else. * **Buy/borrow resources** – you will need creative supplies (at the very least crayons, string/cotton/ribbon, envelops and paper) and at least one copy of the promise and laws for the Guides to use. These are in the Guide section handbook or online above.   ***At the meeting***   1. **Game: Spot the Difference**   One person goes out and changes one aspect of her appearance. The others then must identify what has been changed e.g. earring taken out, pin turned upside down etc.   1. **Creating Promise bunting**   Explain to the girls that they are working on the Girlguiding promise for this meeting. The promise is the thing in Girlguiding that ties us all together, not just in the UK but all over the world. It is optional to make the promise and each girl should make it when they are ready. Later in the term they will have the opportunity to design their promise celebration.  The first activity is to create promise bunting. Each girl should use 5 pieces of paper for her bunting – one for each element of the promise. On her paper, she should write the part of the promise and write or draw what she can do to keep each section of the promise.  “I promise that I will do my best  to be true to myself and develop my beliefs  to serve the Queen and my community  to help other people  and to keep the Guide law”   1. **Promise relay**   Set up a writing station at the far end of the room and split the Guides into teams. Set the teams up at the opposite end to the writing station and explain that they need to run to the other end of the room and then write only one word of the promise. The team that finishes first wins!   1. **Challenge envelopes**   Explain that they will create a series of challenges for the week related to keeping their promise for someone else in the unit. Ask them to get into pairs and then they will make the challenges for their partner. The Guides can either make a small challenge per day or one sheet for the week, but should create 7 challenges to complete before the next meeting where the Guides will report back.   1. **Game**   Ask one of the girls to run a game that they enjoy (you may need to support her to explain to the others).   1. **Close the meeting**   Don’t forget to hand out the challenge envelopes! | 10 mins  30 mins  15 mins  20 mins  10 mins  5 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 4 – Patrols and participation  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Find our selection of patrol badges** – <https://www.girlguidingshop.co.uk/> * **Make sure you have one of your Unit Meeting Activities packs** – there are several published and it doesn’t matter which of them you use to start with.   ***At the meeting:***   1. **Game: Traffic Lights**   Get the girls running around. When you shout ‘red,’ girls should sit down. When you shout ‘amber’, girls should walk and on ‘green’ they should run. Shout the Traffic Lights in different orders to catch the girls out. These actions could be replaced with hopping, skipping, jumping jacks and so on.   1. **Forming Patrols:** Each Guide should belong to a Patrol, and should be in a group where she is likely to be happy. There should be no set rules such as separating best friends or sisters, or never allowing changes. It is not important that all the Patrols are the same size, however convenient that is to the Leader! Explain to the Guides that these are groups that they will work in for lots of their meetings and that each Guide should choose which Patrol she will join. They can be friendship groups, age groups or any other method.   Ask the Guides to split themselves into groups that they would like to be in and choose a Patrol Leader (for younger girls, more structure may be needed).   1. **Choose the patrol name:** Each Patrol should choose its own name. The girls may wish to use one from the range of badges or create their own Patrol name. 2. **Choose a Unit Meeting Activity**   Find your Unit Meeting Activity pack and select all of the 30 minute activities. Give each of the patrols a Unit Meeting Activity. They have 10 minutes to prepare an argument about why the unit should do their activity card. Each group presents back to the rest of the unit.   1. **Vote on the Unit Meeting Activity**   Each Guide writes her choice of activity on a piece of paper and passes it to the leaders to count the votes and reveal the answer by the end of the session.   1. **Reveal the activity for next week and close the meeting**   ***After the meeting:***   * Update GO with the patrols for each girl * Update your accounts sheet with details of any payments made | 10 mins  15 mins  15 mins  30 mins  10 mins  10 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 5 – Exploring our Programme  \_\_/\_\_/\_\_ | ***Before the meeting:***   1. **Print a copy of our programme theme dice per patrol** – <https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/programme-renewal/dice---build-your-own.pdf> 2. **Make sure you have one of our Unit Meeting Activities packs** – there are several published and it doesn’t matter which of them you use to start with. 3. **Collect resources together** – you’ll need colouring supplies, paper, pens and any equipment required for the Unit Meeting Activity chosen last week.   ***At the meeting***   1. **Game: Line Up**   In silence ask girls to get themselves in age order, house number, the day they were born, time in guiding - anything that's numerical!   1. **Creating the programme dice**   Working in their patrols, the girls should turn the net into a dice they can roll, colouring each theme in the appropriate colour (Be well – purple, Take Action – orange, Skills for my future – light pink, Know myself – blue, Have adventures – green, Express myself – hot pink).   1. **Programme beetle**   Continuing in patrols, each girl should divide a piece of paper into six boxes. She should write the title of each theme at the top of the box. The girls pass the dice around the circle and roll it. She should then write an activity idea linked to that theme in the box on her sheet. The winner is the first one to get one idea in all six boxes.   1. **Unit Meeting Activity**   Do the Unit Meeting Activity chosen last week.   1. **Game: Buzz**   The girls sit in a circle. They start counting out loud in turn, but whenever a 4 occurs in a number, they just say ‘Buzz’ e.g. 14 = Ten Buzz, 24 = twenty buzz, etc. Later when any multiple of 4 occurs e.g. 8, player just say ‘2 times Buzz’. When you have mastered this, you could try adding “WHIZZ” for 5 and multiples of 5.   1. **Close the meeting**   ***After the meeting:***   * Update GO and/or your programme record sheet (<https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/paper-programme-recording.docx>) with details of the UMA completed * Update your accounts sheet with details of any payments made | 10 mins  20 mins  20 mins  30 mins  10 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 6 – Planning for next half-term  \_\_/\_\_/\_\_ | ***Before the meeting:***   1. **Make sure you have one of our Unit Meeting Activities packs** – there are several published and it doesn’t matter which of them you use to start with. 2. **Print a copy of page 33 and as many sets as you need of page 39 -** <https://www.wagggs.org/en/resources/wtd-2018-activity-pack/> 3. **Complete your Safe Space online learning (Levels 1 and 2)**   ***At the meeting***   1. **Game**   Ask one of the girls to run a game.   1. **Choosing activities for the following weeks**   Explain that like before, they will be able to choose a lot of the activities that they do at Guides. In the next half-term, they have quite a lot of gaps to fill in themselves. They will rotate around three stations (ideally in patrols) to pick different aspects of the half-term.   1. Girlguiding Unit Meeting Activities (Weeks 8 and 10)   They have 1 hour and 15 minutes in Week 8 (so this could be two or more shorter activities from the pack) and 45 minutes in Week 10. They need to work as a patrol to choose the ones they would like to do and write them down on a paper.   1. WAGGGS Challenge (Week 9)   Run the activity from the WAGGGS activity pack linked above to help you choose which WAGGGS pack you would like to run.   1. Trip and promise celebrations   Explain that in Week 11, you’ll be going on a trip for the evening – this could be anything – bowling, the cinema, the park, a scavenger hunt in the local area – but they need to pick where to go. Those who want to will also make their Promise there so they’ll need to think about how to make that special too.   1. **Discussion and close the meeting**   Bring all the girls back together in one group and discuss what they might want to do in each of the weeks. Try to have a plan before the end of the meeting!  ***After the meeting:***   * Let your Commissioner know where you’ll be going for the trip * Make sure you have enough adult volunteers for the trip * Complete a Risk Assessment * Give out a letter to parents with details of the event and a consent form - <https://www.girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/information-and-consent-form.pdf> * Update your accounts sheet with details of any payments made | 10 mins  1 hour (20 minutes per station) | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 7 – STEM activities  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Collect resources together** – you’ll need a selection of recyclable materials, a stopwatch, some eggs and string to create start/finish lines.   ***At the meeting***   1. **Game**   Ask one of the girls to run a game for the unit.   1. **Transport your egg:** Split the girls into patrols and give them 30 minutes to create a vehicle out of the waste materials that could safely transport an egg across the floor of the meeting place.   When the 30 minutes are up, each team should describe its vehicle and explain the choices they made in building it.  They should then try out the vehicles. Points are awarded for style, speed, functionality – and whether the egg survived.  Once each team has demonstrated its egg transporter, they must swap vehicles. They then have 30 minutes to improve another team’s design.  The girls then demonstrate the egg transporters again and more points are awarded based on the same criteria. The team with the overall highest score wins.   1. **Close the meeting**   ***After the meeting:***   * Update your accounts sheet with details of any payments made | 10 mins  1 hour 15 mins  5 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 8 – Unit Meeting Activities  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Collect resources together** – you’ll need any equipment required for the Unit Meeting Activity chosen in Week 6.   ***At the meeting***   1. **Game: Skinning the snake**   Everyone stands in a line, with legs apart. The right hand is passed between the legs and linked with the left hand of person behind. The person at the back starts to crawl through the legs of those in front, and the others follow, without letting go, until everyone is standing in a line.   1. **Complete the Unit Meeting Activities chosen by the girls in Week 6** 2. **Close the meeting**   ***After the meeting:***   * Update GO and/or your programme record sheet (<https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/paper-programme-recording.docx>) with details of the UMA completed * Update your accounts sheet with details of any payments made | 10 mins  1 hour 15 mins  5 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 9 – WAGGGS challenge badge  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Download the chosen resource from WAGGGS and choose activities for your first session** – many of these resources will take longer than one meeting so you have got some ideas for next term!   ***At the meeting***   1. **Game**   Ask one of the girls to run a game that they enjoy.   1. **Complete the activities you chose from the resource** 2. **Close the meeting** |  | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □  *(tick themes as appropriate)* |
| Week 10 – Unit Meeting Activity, Skills Builder and Interest Badges  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Write the interest badge titles out on post-it notes –** aspirations, backwoods cooking, be prepared, campaigning, confectionary, conscious consumer, craftivism, fitness, fixing, geocaching, guiding history, human rights, investigating, media critic, meditation, mixology, natural remedies, navigator, personal brand, photography, saver, upcycling, vlogging and whittling. * **Collect resources together** – you’ll need any equipment required for the Unit Meeting Activity chosen in Week 6. * **Badge books** – if you’re not ready to buy these yet, try to borrow from another local unit so the girls can see the requirements.   ***At the meeting***   1. **Game**   Ask one of the girls to run a game that they enjoy.   1. **Complete the Unit Meeting Activities chosen by the girls in Week 6** 2. **Interest badge 20 questions**   Explain to the girls that the fun doesn’t stop at the end of the meeting – there are also extra badges they can only do at home! These badges are tied to the six themes and all have 3 things to do. When they have a badge book, this can be recorded in there.  Use the book to show the 24 different badges for the Guide section.  Split the Guides into two groups and put a post-it note on each girl’s head. She now has 20 yes or no questions to try and work out which badge she is. They can either do one person asks all the questions until the answer or take it in turns to ask and answer.   1. **Picking a badge to do at home**   Use the books to get the girls to pick which badge they would like to work on at home (if they want to work on it at home). Make a plan of what they will need to be able to do the badge and how they will present what they have done to you.   1. **Close the meeting**   ***After the meeting:***   * Update GO and/or your programme record sheet (<https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/paper-programme-recording.docx>) with details of the UMA completed * Update your accounts sheet with details of any payments made | 10 mins  45 mins  20 mins  10 mins  5 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □ |
| Week 11 – Trip & Promise celebrations  \_\_/\_\_/\_\_ | ***Before the meeting:***   * Check you have consent forms and payment for all attending * Double check your plans with your Commissioner and mentor/buddy * Consider sending a reminder text or email to parents * Make sure you have promise badges for those who want to make the promise   ***At the meeting***  Run the trip!  ***After the meeting:***   * Breathe a sigh of relief! |  | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □ |
| Week 12 – Evaluation and Planning for Term 2  \_\_/\_\_/\_\_ | ***Before the meeting:***   * **Read through ‘Participation on a Plate’ and choose an evaluation method to use –** <https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/participation-on-a-plate.pdf> * **Try to buy/borrow another set of Unit Meeting Activities** – you’ll need these to help you plan for next term. * **Complete our online learning about programme planning** * **Prepare a card with each of the skills builder titles and themes on it** – First Aid & Feel Good (Be Well), Camp & Explore (Have Adventures), * **Read through ‘Participation on a Plate’ and choose a method for choosing activities to use –** <https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/participation-on-a-plate.pdf>   ***At the meeting***   1. **Game**   Ask one of the girls to run a game that they enjoy.   1. **Run the evaluation activity chosen from Participation on a Plate and discuss what the girls enjoyed/didn’t enjoy from their first term of Guides** 2. **Skills Builder Charades**   Explain to the girls that there are skills badges tied to each of the 6 themes. These are recorded in their badge books too. Each skill has 6 levels, and Guides can do Levels 3-5 depending on how confident they are in that skill.  Ask for a volunteer to start the charades game. She should pick a skills builder card and act out the skill for the other Guides to guess. The person who guesses correctly acts out the next skill.   1. **Programme planning**   Explain that you have a new set of Unit Meeting Activity cards for them to choose from for the next term, and that they also should pick one of the skills builders to focus on next term (you’ll help them work out the levels).  Run the activity you chose from Participation on a Plate. You may even be able to plan the whole next term – remembering that Unit Meeting Activities and Skills Builders should be 60%, leaving 40% for your own trips, ideas and fun!   1. **Close the meeting**   ***After the meeting:***   * Use our template letters <https://www.girlguiding.org.uk/globalassets/docs-and-resources/growing-and-promoting-guiding/template-letter-to-a-girl-whos-staying-in-your-unit.docx> to share your programme with the girls and parents. * Update your accounts sheet with details of any payments made. | 10 mins  20-30 mins  15 mins  30-40 mins  5 mins | Know Myself □  Express Myself □  Be Well □  Have adventures □  Take Action □  Skills For My Future □ |