

# COMMUNICATING

DECEMBER

1991

## FROM THE STATE COMMISSIONER

Dear Members and Friends

What a busy time it has been, with Victoria hosting the Australian Association Annual Meeting.

Just as I had predicted, the team, staff and wonderful supportive members, did Victoria proud in every way - thank you all.

Another year almost gone. Another busy guiding year about to come to an end. This is the time to review and evaluate goals set last year and set your 1992 goals.

As you think about goals for the coming year, please keep in mind "Dot's Dream" of "Membership Magic". We have made a good start but we still have a long way to go in achieving "the dream".

For many of our members, January '92 will be a busy guiding month with "The Great Guide Walkabout", "Stars" and the Program and Training Conferences. My very best wishes to all participants.

To every member and supporter, my sincere thank you for another year of special efforts to bring guiding to our girls.

May you all experience a happy and safe Christmas season, with time to recharge your enthusiasm.

Merry Christmas to all.

Warm regards

Dot Woolley and Team

## NEWS FROM 20 RUSSELL STREET

### Position Vacant - Development Adviser

The position of Development Adviser, is due to become vacant early in 1992. We are therefore seeking nominations.

If you know of anyone who may be interested, please contact the state commissioner as soon as possible.

### Uniform Changes (over the next three years)

**Badge Tab** - Please note that it is optional to wear the badge tab.

The Promise Badge is worn on the point of the collar. Left hand side), whether the tab is worn or not.

**State Badge** - On the new fedora or akubra hats, it is optional to wear the state badge. The badge may be worn on the tab.

### Catering

Do you know anyone who raises funds by catering?

Please let us know, so that we can add them to our contact list. We have many occasions where we need such a service, and sometimes it is difficult to find the right people.

### Style Guidelines

Attached, is a copy of the Association's style guidelines.

These should be followed when you are writing letters, reports, or articles for GIA, region newsletters, and so on. Please read them carefully.

## MEMORABILIA - BRITANNIA PARK

Over the years we have received many beautiful articles which have been given in memory of members who have worked hard for the Association. We thank the donors for these.

However, there is just no space left. So, in the future, if you wish to show your gratitude, can it be as a monetary donation to help with the upkeep of the Thankyou Chalet? We will place the name and details in a special book, which will be available for all to see, at the Chalet.

## ALL ADULT GATHERING

"Guiding's Carnival of Fun" and the Victorian Youth Forum.

Are you juggling your calendar for 1992? Then why not join the Merry-Go-Round.

The date is 1 August at Latrobe University. See you there!

### GUIDING TOUR TO NORTH QUEENSLAND

Please note:

The date advertised in the november edition of Communicating was incorrect.

The correct date should read 6-18 July 1992.

## BROWNIE SECTION

The Adopt-A-Payphone program has been very successful. Telecom reports that where the scheme has been introduced, there has been a significant reduction in vandalism - as much as two thirds in many areas. Keep up the good work!

Planning is underway for a service project "Helping Hands '92", to raise money for the Royal Children's Hospital Articulated Hand Department.

When planning your program you may like to take the theme "hands". Learn some sign language, learn shadow play, make finger or glove puppets, try thumb painting, or, have a hand hunt, for example, "hands" on a clock; "hand" of bananas; "hand"-le on a door; their "hand"-book, a "hand"-kerchief, and so on. If every brownie guide raised \$1.00, we would have nearly \$12,000. Why not make a "handy" money box to put your money in.

Watch communicating for further details.

I hope that you all have a very safe and happy Christmas and come back next year with renewed enthusiasm.

Debbie McLaren  
Brownie Adviser

## SUNSHIP EARTH 11-15 APRIL 1991

Please note that all vacancies for this weekend have been filled.

By now all applicants should have received their forms.

## RANGER SECTION

"So Long, It's Been Good To Know You"

My, doesn't time fly when you're having fun! Yes, my five year term as ranger adviser is fast disappearing. Even though I did at first say "NO" to a third five year term, I have enjoyed my time and appreciated all the assistance given to myself and Heather Hyatt over the past five years.

Our sincere thanks to you all, for the support you have given to the ranger section and a special thank you to the state team and to all the staff at headquarters who have always been willing to do "the extra".

Denise Hargreaves  
Ranger Adviser

## MRA BLOOD CHALLENGE 1991-92

In 1979 the Motorcycle Riders Association challenged other groups to give more donations than their own members during the period 1 December to 29 February. This is a critical period for the Blood Bank when supplies run dangerously low.

This challenge is an excellent form of service and if you time your "donation" you can actually give twice in this period. Every centre should have a book available for you to sign and of course, add "Girl Guides Association". You may even manage to "charm" others to sign the book for the Girl Guides Association!

Members of the ranger section have even lined up at the centre as part of their unit meeting.

Last year we only managed 29 units ... I'm sure we can do better.

Denise Hargreaves

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## JUNIOR LEADERS

Applications for future copies of the junior leader newsletter need to be sent to:

Miss Jodie Arkley  
14 Lime Crescent  
LARA VIC 3212

with a \$6.00 cheque for 1992 copies.

Unit and District Leaders - Perhaps you could give this subscription to your junior leader as a Christmas gift and thank you!

Social Weekend - 1-2 February 1992

Applications are slow and this great event may have to be cancelled unless more interest is shown.

District and unit leaders - please jog your junior leader's memory regarding this first ever social get together for junior leaders.

The cost is \$25.00 with application form, should be sent to:

Mrs Sue Heggie  
15 Christie Pde  
HEALESVILLE 3777

Christmas greetings to you all.

Sue Heggie  
Junior Leader Consultant

## GUIDE SCOUT SPIRITUAL DEVELOPMENT WEEKEND

Date: 1-3 May 1992

Venue:  
Wycliffe Transcribers'  
College, Kangaroo Ground.

Theme: "Putting God First"

Come along, make new friends and enjoy the weekend.

For further information, contact Marjory Lane on (03) 859 2787 (evening).

## LAUNCH OF GUIDE MONTH - 1992

### "Guiding Goes Melbourne With Lord Melbourne"

Discover your city. Have fun with us. This is our third launch which will be bigger and better than ever before.

DATE: 2 May 1992  
COST: \$6.00 per child  
TIME: Opening - 10.15am  
Closing - 3.15pm

All the activities for the day will be centred around the city of Melbourne.

Applications **MUST** come through the region commissioner, so contact her now.

For further details contact Elaine Wallbridge - (03) 878 5414 or Jennie Bowles - (03) 589 4927

## CANCER MARATHON '91

Congratulations goes to Dean O'Leary from Keysborough for winning the "Name the Mascot" competition.

Dean named our mascot "Mary Many Miles" which we thought was very applicable to what we are doing. We look forward to presenting Dean with "Mary Many Miles" at the conclusion of our walk. Thank you to all who entered, there were hundreds of names!

Thank you also, to those who have taken sponsor books. If every coupon has a \$1.00 donation we will reach our target of \$60,000.

When you have collected the money, please deposit into the National Australia Bank using only the deposit slips in the book, then return the book to headquarters, addressed to Cancer Marathon '91.

## INTERNATIONAL DEPARTMENT

May I wish you all the very best compliments of the festive season?

As Christmas approaches, most units are getting ready for their final meeting before the end of the year. I am hoping that you can all spare some time to advertise the following two events, so that time can be spent over the break considering their possibilities:

### Chiba International Camp - Japan 1992

When: 3-15 August 1992

Where: Two lots of home hospitality; Togakushi Camp Kyoto.

Who: Five girls aged between 14-18; one leader.

Cost: Approximately \$3,500.

### International Camp - Kenya

Celebrating 70 years of guiding in Kenya.

When: 3-14 August 1992

Where: Rowallan Camp, Jamhuri Park, Nairobi; home hospitality; tour.

Who: Two leaders; a patrol of girls aged 16-21.

Cost: \$5,500 but could reduce.

More information about both of these events is available from your region international representative.

Closing date for both events is 4 March 1992.

Selection date - 21 March 1992

Selection will be held at 50 Enterprise Drive, Emu Bottom, via Sunbury.

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As you can see, these dates are very early into the 1992 Calendar and will need advertising as soon as possible if we are to have any applicants.

Please leaders, do not make decisions of a financial nature for your girls - if they really want to go, there are ways and means of getting there!

LEADERS - have you ever considered spending a year in Thailand as an English teacher (30 students) and a co-ordinator of a Vocational Training Centre?

Well, now is your chance to travel to Weing Pa Pow in Northern Thailand to do just that, as a volunteer with room, board and some pocket money.

Should you want further information, please contact either the Training Department at 20 Russell Street, or myself (03) 740 9484 - PO Box 459 Sunbury) as soon as possible.

With that as food for thought, I wish you all a very merry, safe and peaceful Christmas and New Year and I look forward to seeing you all at the same venue in 1992.

Merran Crowley  
International Adviser

## AUSLINK

Are you between the age of 18 and 30? Yes? Then please read on!

Auslink is an active group of young women somehow involved in guiding. You may be a full time student, a mum, or flat out with your career and can't find the time to commit fully, but would like to stay in contact with the Movement.

You may be a leader in a very isolated area, or, like myself, a young leader, fairly new and in amongst experienced (older) women.

Auslink like to get together and exchange ideas on programming, camps, badge work - anything at all really.

Auslink have an annual newsletter, meetings and weekends away. There's a small joining fee of \$20.00 per annum.

So, if you would like to meet some women your age and want more information, please contact:

Martine Kimpton  
13 Bembridge Avenue  
FRANKSTON VIC 3199  
Phone: (03) 787 6986

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"COMING TOGETHER IS A BEGINNING.

THINKING TOGETHER IS UNITY.

KEEPING TOGETHER IS PROGRESS.

WORKING TOGETHER IS SUCCESS."

LORD BADEN-POWELL

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Friends of the late Nancy Rowland, are invited to join members of her family at Britannia Park (use main car park) on Sunday, 8 December, at 11.00am.

A garden setting has been purchased with gifts received in memory of Nancy and on this occasion a plaque will be unveiled.

Morning tea will be served and you are welcome to stay on if you wish to bring a picnic lunch.

A phone call would be appreciated if you can join us.

Bev Hill (03) 890 7810

## CAMP CARNEGIE - DONVALE

Big news for campers at Donvale! HOT outdoor showers have now been installed on both toilet blocks.

New campsites available on Warren - these are small, but would be ideal for patrol camping.

Donvale's greatest attraction is its proximity to the city, half an hour away. It's full of birds and bush, terrific for a day out for brownies and guides.

There will be an open weekend for leaders or anyone else interested to visit on the weekend of 1-2 February 1992.

Call in anytime over the weekend and see Donvale.

## GIRL GUIDES SUPPORT GROUP

In future, female members of the support group who wish to make the Promise and become members of the Association, will wear the gold coloured Promise badge as do the guides and leaders.

When making the Promise, they can also be presented with the Girl Guides Support Group Promise Certificate.

Also available in the guide shop is a membership card for people when they join the support group. This card will be useful as a record when seeking information for awarding long service badges. The support group long service badge can be awarded to any member of the support group who has served the required years, whether they have made the Promise or not. This means that male and female members of the support group are also eligible for the support group long service badge.

Thank you to all the support groups for all the work done during 1991 and I wish you all a Happy Christmas and New Year and look forward to sharing 1992 with you.

Francis Ho  
Support Group Adviser

## 16TH AUSTRALIAN JAMBOREE

Guide Day - 8 January 1992

Please note that the closing date to attend guide day has been changed to 13 December.

Application form is in the September edition of Communicating.

Program change - evening bush dance!

## NEWS FROM ILUKA

A most successful working bee was held over the weekend preceding Melbourne Cup Day. The campsites look a picture after all the pruning, clearing and tidying.

Many thanks to all the willing workers from Frankston, Karingal and Overport.

The grand opening of the "Nan Squire Campfire Site" was held on the Sunday night and attended by more than 180 people. A big thanks and BRAVO to Suzy Hill for leading the campfire with her usual enthusiasm.

If you missed out on attending the campfire, you can still purchase the limited edition commemorative badge, but HURRY, because there aren't many left. Just \$2.00 each. Ring Sandra - (03) 789 3542.

The Iluka Committee and Friends of Iluka, would like to take this opportunity to wish everyone a Merry Christmas, Happy New Year, and Happy Camping!

## FRIENDS OF HEADQUARTERS

Stage 1 of headquarters refurbishing is completed!

Thanks to the efforts of the trefoil guilds, advisers, staff, committees, support groups and individuals, carpet and vinyl has been laid throughout the ground floor area and the upstairs training room, kitchen and toilets and looks absolutely tremendous.

Now on to Stage 2

We need now to complete the carpeting of the office areas and replace the curtains throughout the building.

Progress report on current fundraising projects:

1. The King and I tickets have all been sold. See you in February.
2. Phantom Of The Opera theatre parties in March and July are fully booked - pre-theatre meals are being planned. Details will be in February Communicating.
3. A Christmas stall will be held on the day of State Council - 2 December and after that date, Santa's Workshop will be set up in Joan King's office until Christmas - do drop by!

Talking about Christmas, there are a few boxes of chocolates left at \$2.00 a bar. They make great stocking fillers and thank you gifts - available from Joan or Betty.

Anne Scott

## OUTDOOR ACTIVITIES

### Adventurous Activities Forms

Please note: Leaders who organise activities requiring an adventurous activity form are responsible for notifying their region outdoor activities committee and gaining permission for the activity.

The experts instructing the girls, whether in guiding or an outside organisation, are not responsible for gaining permission.

Adventurous activity forms for water activities should be sent to Dale Davis, 7 Brentwood Crescent, Frankston, 3199. All other forms should be sent to me c/- headquarters.

### Initiative (Ropes) Course - Britannia Park

An instructors' training day will be held on Sunday, 8 February for leaders wishing to qualify to use the initiative course.

The cost for the day is \$15 (Includes lunch). Leaders interested in doing the training should apply to the outdoor activities department by 24 January 1992.

The ropes course can be adapted for brownies, guides, ranger guides and rangers.

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Many thanks to all the leaders and friends of guiding who have organised, or assisted at, camps and activities during the year.

Best wishes for Christmas, to you all. I hope to see you at the Great Guide Walkabout.

Alma Brand  
Outdoor Activities Adviser

## THINKING DAY SERVICE

The Focus on Faith Committee invite you to attend their 1992 Thinking Day Service.

The service will be held on Saturday, 22 February, at 11.30am in the downstairs training room at headquarters.

Theme - "GROWING"

Why not make up a group from your district. You could include a tour of headquarters on your agenda.

Tour bookings can be made by telephoning Norma Marsh on (03) 457 3135.

BYO lunch. Tea, coffee and cordial will be supplied.

## PUBLIC RELATIONS

It is hard to believe that another year is coming to an end. It has been a busy one and my committee and I, do thank you for all that you have done to increase public awareness about guiding during 1991.

It is important to make the most of every opportunity. Even though things are becoming a little less hectic, there are events taking place between now and February, for which we need girls and leaders.

1. The Cancer Marathon team returns to Highpoint Shopping Centre on Saturday, 7 December at about 2.00pm. They will deserve a big welcome.
2. Christmas Carols in the Bourke Street Mall, 5.30-6.30pm, on 13 December.
3. Australia Day, Sunday, 26 January - we need girls for the parade.

If you can attend any of these, please let Pat, our receptionist, know the approximate numbers expected.

MOOMBA is to continue and we have been invited to participate - let us know if you are interested.

Please return any PR material you may have as soon as possible, so that we can stocktake, tidy up and order additional supplies for next year.

The PR team joins me in wishing you all a happy Christmas, a restful holiday and good times in '92.

Jennie Bowles  
Public Relations Adviser

## GUIDE AND SCOUT SAILING CENTRE

The Guide and Scout Sailing Centre at Sandringham offers the following opportunities for girls and leaders to obtain boating qualifications.

### Power Boat Charge Course - February 1992

A course suitable for leaders and older youth members. Two evening classes on theoretical and practical aspects of power boat handling will be followed by a weekend of "on-the-water" instruction and testing.

Dates: 10 & 17 February  
(2000-2200 hrs)

and 22 & 23 February  
(1000-1600 hrs)

Fee: \$25.00.

Enquiries to David Winwood -  
(03) 571 2487.

### Free Sailing Lessons

We are again offering you this great deal! - FREE sailing lessons!

In exchange, you are asked to be assistant yacht crew on open days.

This offer is open to all members of the guide and scout Associations who are aged 15 and over. Last season three guide Association members qualified for their Sailing Certificate in this way. If you are interested, please contact Mrs L Jones, 14 Walker Grove, Cheltenham, 3192, or phone (03) 583 2894 for more details.

## FOR UNTO US A CHILD IS BORN

HAVE YOU EVER LOOKED ABOUT YOU AT A PICNIC RESERVE AND NOTICED GROUPS OF HAPPY PEOPLE SITTING IN A CIRCLE? WHAT IS THE CENTRE OF THEIR ATTENTION? LOOK CLOSER AND YOU WILL MOST LIKELY FIND IT IS A BABY.

THE BABY IS HAPPY IN ITSELF, CLAPPING HANDS AND ROLLING OVER. THE ONLOOKERS ARE HAPPY TOO. THEY ABSORB THE SPIRIT OF THE CHILD.

SO, AT THIS TIME OF THE YEAR, WHY NOT LET US STOP IN THIS BUSY WORLD AND THINK WHAT CHRISTMAS REALLY MEANS.

MAKE A JOYFUL NOISE TO THE LORD. SERVE HIM WITH GLADNESS. FOR UNTO US A CHILD IS BORN, UNTO US A SON IS GIVEN AND HE SHALL BE CALLED WONDERFUL, COUNSELLOR, PRINCE OF PEACE.

BLESS THE LORD ON MY SOUL AND PRAISE HIM FOR HIS GOODNESS TO US, AND REJOICE IN THE BIRTH OF OUR SAVIOUR.

THE FOCUS ON FAITH COMMITTEE, WISH YOU ALL A HAPPY AND MEANINGFUL CHRISTMAS

## AUGUST ACTION

### Gabby Guide Says Thanks

A gigantic "THANK YOU" to everyone who took part in August Action for Action! The information coming in to headquarters along with August Action money, shows a huge variety of great ideas used to raise funds and involve families and the wider community. It is obvious that girls had a lot of fun as well as raising funds, and this is the way it should be.

I received over 50 letters telling me about how units raised that August Action money, and how they plan to use their half share. It was very difficult to choose just ten units to win \$20 gift vouchers from the shop, but here are the names of the winning units:

- \* 1st Endeavour Hills Gumnut Guides, who made and sold 258 biscuit "funny faces".
- \* 2nd Tallangatta Brownie Guides, who planned, cooked for and served on a cake stall for the local football/netball/hockey matches.
- \* 1st Aberfeldie Brownie Guides who ran a cake bake, taking orders for and cooking a huge number of cakes, slices and other goodies.
- \* 1st Bunyip Guides, who ran a fun day for children in their town, also took bookings for jobs from people in the community (they washed dishes for four hours at a sports presentation!)
- \* 1st Syndal Guides, who sold jams, held a wake-a-thon, and ran a garage sale at a disused service station.

- \* 3rd Kellor Guides, who invited local brownies as well as their own families, to an ingenious "Guide Zoo", using stuffed animals. They sold souvenirs like chook noise-makers, and put on entertainment.

- \* 1st South Croydon Guides who were each given a "magic dollar" to use so that it would increase in value.

- \* 1st Delacombe Guides, who organised an Anti Fat Leader-A-Thon, sponsoring their leader for losing weight. (Their leader is a really good sport!)

- \* 4th Balwyn Guides, who turned into Fourth's Fab Food Factory, to produce 102 packets of beautifully presented goodies.

- \* 1st Koroit Guides, who receive a consolation prize for their effort in organising a great games challenge night, with a lot of community participation, which in the end made a small loss because expenses were high.

Congratulations to all these units, and their leaders.

Some of the other good fundraising ideas that were used include:

- \* collecting copper coins
- \* making and selling muesli bars
- \* mystery walk-a-thon
- \* circus put on by gumnut guides
- \* teddy bears picnic
- \* taking orders for and making truffles
- \* apple drive
- \* car wash
- \* display of collections used for achieving collector's badge
- \* brass and silver clean-a-thon
- \* craft stall

- \* potting and selling plants in recycled containers
- \* rock and roll 60's night
- \* quiz night
- \* cake auction
- \* picking and selling jonquils

It's not too late to send in your unit's August Action money and we'd still like to hear what you did to raise it.

## GO CLUB

Our 1992 program is about to be sent to all paid-up members. However, anyone is welcome to join us on any of the activities.

### January 24-27 (Australia Day Weekend)

A ski lodge at Mt Buller - various walks and relaxing. \$25.00 per person. Bunks with mattresses and pillows supplied. BYO bedding and food. Limited accommodation.

Contact Pauline Spurgeon (03) 857 6918 as soon as possible.

### 4 February - Visit to Schools' Nursery - Waverley

See: Variety of habitats being developed with native plants.

Help - In the Aboriginal food plants area (bring gardening gloves).

Buy - outdoor plants (native and exotic); indoor plants, seedlings and all garden supplies.

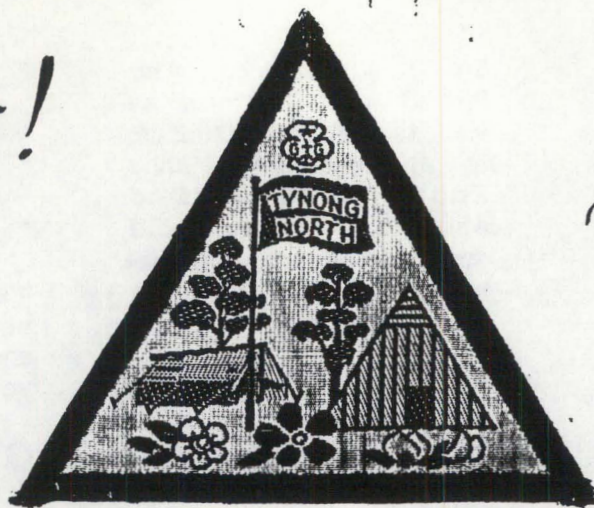
BYO lunch or buy at the kiosk.

Contact Eileen Gunther on (03) 546 6049 by Friday, 31 January.

Note: It is necessary to "book in" with the contact person by the date given as the venues need to be contacted beforehand with the numbers, also, for you to be given final instructions, places, times, etc.

A PARTY!

A PARTY!



BYO  
LUNCH  
& CUP

Tea  
Coffee  
Provided

A BIRTHDAY PARTY!

Alcheringa, our holiday house and  
Campsites at Tynong North

are 20 years old!

and we are having a party/open day on Sunday  
1<sup>st</sup> March 1992 10 am to 3.30 pm.

Come & join in  
the FUN ---  
the GAMES ---  
the ACTIVITIES ---

GUIDES OWN & OPENING 11am

COME ONE - YOU !  
COME ALL - FAMILY and FRIENDS !  
UNITS !  
DISTRICTS !  
GUMNUT GUIDES, BROWNIES, GUIDES, RANGER GUIDES, RANGERS !

HOW TO GET THERE - from Melbourne

Proceed east along the Princes Highway to the Tynong North signpost (approx.)  
70km. Turn north (left) - the campsite is 5.65km from this turnoff, pass  
the Cornucopia Museum (closed) at 4.5km and Mill Valley Ranch at 5.2km.

SOUTH EASTERN AND SOUTH METROPOLITAN REGIONS - GIRL GUIDES ASSOCIATION

ALCHERINGA - TYNONG NORTH

PRESIDENT - UNA MILLER

5447604

# GIRL GUIDES ASSOCIATION OF AUSTRALIA INCORPORATED

## PUBLICATIONS STYLE GUIDELINES

The following style guidelines, prepared by the Australian publications committee, are to be used for all publications, GiA articles, state newsletters and correspondence.

### 1. CAPITAL LETTERS

- i. The modern tendency is to restrict the use of initial capital letters to proper nouns. A capital letter is also used for the title of a position of importance when the person's name is also used, for example, John Smith, the Prime Minister; Mrs Mary Brown, the Chief Commissioner.
- ii. Common nouns, such as boys, girls, men, women, are not written with initial capitals in ordinary usage, and so we feel that in guiding, words which appear very frequently and have no special connotation do not require initial capitals. For example, gumnut guides, brownie guides, guides, ranger guides, rangers, leaders, commissioners, units, districts, divisions, regions, patrol leaders, trefoil guilds, girl guides support group, chief commissioner, national executive officer, Australian public relations adviser, Australian training adviser, Australian ranger adviser.

However, when specially named, such words are given capitals. For example, 1st Tarcoola Guide Unit, 2nd Epping Brownie Guide Unit, Walumetta Division, North West Metropolitan Region, Irymple Girl Guides Support Group, Claremont Trefoil Guild.

#### Examples

The Eastwood Girl Guides Support Group combined with the other girl guides support groups and trefoil guilds to staff the stalls at the fete.

The Launceston Trefoil Guild provided afternoon tea, assisted by guides from 2nd Warradale Guide Unit.

Members of ranger guide units throughout the region, and their leaders, conducted a child minding centre.

At their conference, commissioners were welcomed by the state commissioner and the state secretary.

All the state secretaries and advisers attend meetings in their own states, which are chaired by the state commissioners.

- iii. An initial capital is not used for guiding, but there are certain words regarded as so important that one is used. For example, the Founder, the World Chief Guide, the Girl Guides Association, the Scout Association (also the Association when referring to either of these), the guide Movement (or the Movement), the guide Promise, the guide Law (also the Promise and the Law).
- iv. Please note, we refer to leaders - not guiders; and assessors - not testers; assessment, assessing instead of test, testing; district leaders - not district commissioners; girl guides support groups - not local associations.

### 2. THE PROMISE

The Promise should be written as a three-fold promise:

I promise that I will do my best:  
To do my duty to God, to serve  
the Queen and my country,  
To help other people and  
To keep the guide Law.

### 3. DATES

- i. When giving a date in full, use 10 March 1989 (no punctuation marks, no "th").
- ii. When referring to the 10th day "th" may be used. For example, letters were sent on the 10th day, though it usually looks better to write "tenth" in full.

### 4. ABBREVIATIONS

- i. Do not use full stops in the following:
  - a. am and pm when giving a time
  - b. Mr and Mrs and Dr in forms of address
  - c. St and Rd for Street and Road when giving addresses
  - d. B-P for Baden-Powell; and OB-PS for Olave Baden-Powell Society
  - e. PO&R for Policy Organisation and Rules
- ii. The use of etc is not recommended. If the items in a list or series are preceded by the words "such as", it is repetitious to add etc.
- iii. "For example" and "that is" should be written out in full - not eg or ie.
- iv. An ampersand (&) should not be used for "and" except in PO&R.
- v. The use of the oblique stroke (/) is not recommended in such terms as Asia Pacific (not Asia/Pacific) and guide and scout (not guide/scout).

### 5. METRIC SYSTEM

The metric system is always used with km for kilometre, m for metre, cm for centimetre, l for litre and km/h for kilometres per hour. Full stops are not used and "s" is not added to abbreviations to denote plurals (2km not 2kms).

### 6. GROUPS OF INITIALS

Many groups of initials are now commonly used without full stops. For example, NSW, ACT, AO, GPO.

### 7. SPELLING

The following spelling forms are used:

program - not programme; -ise - not -ize; -our - not -or for colour, honour, and so on.

### 8. NUMBERS

Numbers in text should be spelt out up to nine, and thereafter digits should be used. For example, eight, 12, 25, 50.

### 9. PUNCTUATION

- i. Punctuation is used lightly these days. Colons should only be used when necessary. Use commas sparingly.
- ii. Inverted commas should not be used for titles of publications. Rather, the title should be underlined. For example Guiding in Australia. For a quotation within a quotation, single quotation marks should be used.

### 10. ADHERENCE TO GUIDELINES

Adherence to these guidelines will greatly simplify the task of those who have to edit material for publication in pamphlets, reports, magazines and handbooks. For consistency throughout the Association, they should also be used in all correspondence.

# FOR YOUR NOTICEBOARD

**DECEMBER 1991**

## **CHRISTMAS HOLIDAYS**

If you are planning a visit to guide headquarters during the holidays, remember - the shop will be closed from 20 December until 13 January and the office will be closed from 20 December until 6 January. Also, the shop will not be open on Saturday mornings in January.

## **BROWNIES**

Have you been taking part in the Adopt-A-Payphone project? Keep up the good work. If you haven't, try to find out more about the project.

## **RANGER GUIDES / JUNIOR LEADERS / LEADERS**

If you are going to make a blood donation over the Christmas period, don't forget to have your donation registered in the name of the Girl Guides Association. Read about it in December Communicating.

## **JUNIOR LEADERS**

Do you subscribe to the JL newsletter? Details on how to go about it, are in this edition of Communicating. It only costs \$6.00 for a year's subscription.

Don't forget the JL social get-together over the weekend of 1-2 February. Cost is \$25.00 - contact Sue Heggie for details.

## **LAUNCH OF GUIDE MONTH 1992**

Would you like to learn a little about Melbourne? Ask your leader if you can attend the Launch of Guide Month which will take place on 2 May 1992. Remember, applications must go through your region commissioner.

## **INTERNATIONAL OPPORTUNITIES**

If you are aged between 14 and 21, there are a couple of international camps which may be of interest to you. The first is to be held in Japan in August and is open to girls aged between 14 and 18, and the second for girls between the ages of 16 and 21, will be held in Kenya. Interested??? Don't let money stop you from applying - THERE ARE WAYS AND MEANS OF GETTING THERE! Talk to your leader about it.

## **PUBLIC RELATIONS**

The PR Department is once again organising Carol singing in the Bourke Street Mall, on Friday, 13 December from 5.30-6.30pm. Why not organise your Patrol or unit to attend? Don't forget to seek permission from your leader.

Australia Day Parade - Sunday, 26 January. We need girls to take part in the parade. Contact the PR Department at guide headquarters if you would like to help.

## **GUIDE AND SCOUT SAILING CENTRE**

Free Sailing Lessons are available to you if you are over 15 years. However, in return you must be prepared to be assistant yacht crew on open days at the centre. Talk to your leader.

**THE STAFF  
AT 20 RUSSELL STREET**

**EXTEND TO YOU ALL**

**BEST WISHES FOR  
A SAFE AND  
HAPPY CHRISTMAS**

**WE LOOK FORWARD TO SEEING**

**YOU AGAIN IN 1992**