Abbreviations
AC = Area Commissioner
APL = Assistant Patrol Leader
ATOC = Adult Training and Outdoors Committee

B-P = Lord Baden Powell

C1 = IGG Camp and Holiday Form
C4 = IGG International Travel Form
CEO = Chief Executive Officer
CGI = Catholic Guides of Ireland
CIGA = Council of Irish Guiding Associations
CO = Camp Officer

DC = District Commissioner

IGG = Irish Girl Guides
IA = Indoor Advisor
ISGF = International Scout and Guide Fellowship
ITGNC = Irish Trefoil Guild National Council

JC = Junior Campcraft
JIL = Junior Indoor Licence

MO = Medical Officer
MEDI Membership, Equality, Diversity and Inclusion Committee

NO = National Office
NPT = National Programme and Training Committee
NWCI = National Women’s Council of Ireland
NYCI = National Youth Council of Ireland

OA = Outdoor Advisor
OGM = Online Guiding Manager

PL = Patrol Leader
PLC = Patrol Leader Council
PR = Public Relations

QM = Quarter Master

RC = Regional Commissioner
RCM = Regional Committee Member
RDO = Regional Development Officer

SB = Senior Branch
SC = Senior Campcraft
SIL = Senior Indoor Licence

TG = Trefoil Guild

UCP = Unit Contact Person

WAGGGS = World Association of Girl Guides and Girl Scouts
WOSM = World Organisation of Scout Movements
Irish Girl Guides Glossary

**Accident Report Forms** - are available from DC/NO or can be downloaded from the IGG website

**Assistant Patrol Leader** – The Guide who is personally chosen by the PL to help her and stand in for her when she is absent

**Adalia** – a name used for a Ladybird Leader.

**Adult Health Form** – form required for all adults on overnight events to complete

**Adventures** - the 6 areas of the Journey programme

**Area** - division of one of the seven administrative regions that IGG are divided into

**Badge Tab** – a piece of navy material worn by Leaders to hold pin badges.

**Belong Badges** – Promise pin, World Trefoil pin, Igg membership pin, Brownie Emblems, Guide Patrol badges, Region badges, Unit name tabs, Guide Patrol Leader/ APL, Brownie Sixes /Seconders pins

**Branch Day/Weekend** - National training event for Leaders at which each Leader receives Branch specific training.

**Branches** – the different age groups categories within the Irish Girl Guides.

**Bronze Star** - the name given to the Local Level Award Pathway and Specialised Pins of the Senior Branch Journey Programme

**Brown Owl** – a name used for a Brownie Guide Leader.

**Brownies** – a member of IGG aged from 7 - 10 years.

**Brownie Revels** – a fun event when Packs join together for a day or afternoon

**Brownie Ring** - The ring formation used for opening and closing ceremonies and formal occasions

**Camp** – holidays under canvas

**Campfire** – Singing songs ideally out-of-doors around a campfire in the evening

**Camp Officer** - (CO) the leader in charge of a camp

**Cape** - The Ladybird’s superhero powers are reflected on the rainbow-coloured superhero cape. The development of this cape is illustrated on the three different Ladybird Journey Badges

**Captain** – a name used for a Guide Leader

**Census** – an annual census of members of the Irish Girl Guides is take on 31 January every year. Payment of National Membership fee is required at the same time

**Ceremonies** – are used by all Branches. The most frequent being opening, closing and Promise ceremonies

**CIGA (Council of Irish Guiding Associations)** - which is made up of the Irish Girl Guides and the Catholic Guides of Ireland (on behalf of their members’ resident in the Republic of Ireland). IGG is a member of WAGGGS through CIGA.

**Change Adventure** – this is one of the 6 Adventures in the Journey Programme

**Chief Commissioners’ Award** – a challenging cross-country expedition for Senior Branch teams lasting up to 5 days, which is held every other year
Choice Challenges – the “pick and choose” section of each Journey Programme. These can be found on OGM and the Leaders Journey Planner.

Coccinella – a name used for a Ladybird Leader.

Code of Ethics and Good Practice – outlines clear procedures for matters related to the protection of children and adults.

Colour Party – the group of 2 or 3 people responsible for carrying, raising and lowering the flag.

Colours – flags.

Commissioner – a warranted Leader with a specific responsibility e.g. District, Area, International.

Community Challenges - this is one of the 6 Adventures in the Journey Programme. In Brownies and Guides this Adventure is called Teamwork Adventure.

Company – a name often used for a Guide Unit.

Compulsory Challenges – the core parts of each Journey Programme.

Cookout – an event where meals are cooked out-of-doors.

Data Protection - IGG’s Data Protection Policy explains each Leader’s obligations as outlined in Irish legislation when in dealing with personal data.

Detect – the name given to the first year of the Brownie Journey Programme.

Detectives – This is the concept behind the Brownie Journey Programme. The Brownies are Detectives who collect gadgets to show that they have achieved each year of the programme.

Discover – the name given to the first year of the Ladybird Journey Programme.

Distribution Centre – place where uniforms, badges and resources may be purchased.

Drill – a ceremony of marching for Guides.

District – a sub-division of a Guiding Area which is made up of a number of local Units.

District Commissioner – DC is elected by the Adult members of the District and is responsible for supporting all Leaders in the District.

Diva Badge – can be earned by a Senior Branch member by completing all Ladybird or 20 Brownie or 20 Guide Interest Badges.

Enrolment and the Promise Ceremony – when a member states their Promise publicly for the first time.

Event Pack – the necessary forms for running an overnight event and useful charts and checklists.

Executive Committee – the national committee responsible for managing the Irish Girl Guides.

Explore – the name given to the third year of the Brownie Journey Programme.

Explorers – this is the concept behind the Guide Journey Programme. The Guides are Explorers who collect treasures to mark their accomplishments for each year of the programme.

Fly – the name given to the third year of the Ladybird Journey Programme.

Gadgets – as a Brownie completes each part of the three years in her Branch programme she is a detective collecting gadgets along the way.

Gaisce – the President’s Award is a prestigious Irish Award earned by young people between
the age of 15 and 25 by participating in several activities for a certain period. There are three award levels - bronze, silver and gold

**Garden** – the shape the Ladybirds stand in for ceremonies.

**Global Awareness Adventure** – this is one of the 6 Adventures in the Journey Programme

**Golden Sun** – the name given to the National Level Award Pathway and Specialised Pins Pathway of the Senior Branch Journey Programme

**Grow** – the name given to the second year of the Ladybird Journey Programme

**Good Turn** – helping someone without being asked or paid.

**Guides** – a member of IGG aged 10 - 14

**Guide Bag** – a blue or pink bag available in DC onto which Guides may sew their badges

**Guiding Adventures** – this is one of the 6 adventures in the Journey Programme

**Guide Sign** – a symbol of Guiding throughout the world.

**Guides Own** – an act of worship or reflection planned and presented by the Guides themselves, or with their leaders

**Horseshoe** – the shape the Guides stand in for ceremonies.

**Hike** – a planned walk/trek out-of-doors, usually with a purpose or goal

**IGG Online Handbook** - outlines the rules and regulations of the organisation and can be found in the Leaders section of the IGG website

**Indoor Licence** – Qualification held by Leader in charge of an indoor holiday

**Indoor Licence Advisor** – an experienced Indoor Licence Holder or CO who has fulfil the criteria and is willing to sharing her knowledge on indoor activities.

**Innovator** – the name given to the third year of the Guide Journey Programme

**Interest Badges** – are the badges that complement the core Journey Programme. These badges are earned from Ladybirds to Senior Branch and show that a girl has developed a skill, knowledge and/or interest in a particular area

**Insurance** – all members of the Irish Girl Guides are insured while engaged in Guiding activities.

**Investigate** – the name given to the second year of the Brownie Journey Programme

**Journey Badge** – marks the completion of a stage in the Journey Programme. Each stage has its own Journey Badge

**Journey Planner** – each Branch has its own Journey Planner for Leaders resource. The Journey Planner provides a suggested activity to go with each Core /Choice Challenge in the Journey Programme. Journey Planner is available in hard copy, on a memory stick from DC’s or on OGM

**Journey Programme** – name of the overall Programme of the Irish Girl Guides

**Kit List** – a list of the clothing, equipment, etc. needed for an event.

**Ladybird Day Out** – an annual day out for Ladybird Guides.

**Ladybirds** – a member of IGG aged 5 - 7 years.

**Law** – one of the fundamental principles of Guiding, a simple code that its members live by
Leader – a warranted adult member of the Irish Girl Guides who works with a Unit
Leaders’ Expenses – out of pocket expenses related to Guiding Activities related to the running of and developing programmes for a Unit
Leadership Team – the voluntary Leaders responsible for the running of a local IGG Unit
Leader Travel Guide - takes you through the details of the Journey Programme for our girls
Lifeskills Adventure – this is one of the 6 adventures in the Journey Programme
Logo – the IGG emblem
Lone members – this refers to members of Trefoil Guild who do not have a Guild nearby and are affiliated nationally

Membership Fee – Annual membership fee paid by all members at the same time as the census, which contributes towards the running costs of the association and resources for Leaders
Membership Costs – include Subscription (subs) to cover the running cost of a Unit,
Medical Officer – (MO) the leader in charge of health and safety at an event

National Awards – the highest awards that can be earned by a member
National Guide Award – highest award of the Journey Programme in Guides
National Office – the headquarters of IGG, situated in Dublin
National Office Staff – staff members in the National office, these staff members are responsible for the overall administration of the organisation and provide the necessary resources and support to all the volunteer Leaders
National Standing Committees – national committees with specific areas of responsibility, e.g. Brownie Guide Branch Committee, Adult Training and Outdoors Committee.
Neckerchief – a triangular scarf worn around the neck
National Conference – event held for Commissioners and Leaders throughout the country to provide information and discussion.
National Outcomes – there are 15 National Outcomes in the Journey Programme broken down into measurable steps to mark progression in each Branch. In the Journey Programme the girls gains specific knowledge, skills, attitudes, behaviours and values what will help her achieve the outcomes

Online Guide Manager – (OGM) IGG’s Membership System which helps to reduce administration of all the Unit Records. It also has a number of programme resources that can help you put together great programme. All members of the Unit Leadership team may have access to the system
Outdoor Advisor – an experienced CO who has fulfil the criteria and is willing to sharing her knowledge on outdoor and indoor activities
Outdoor Adventure – this is one of the 6 Adventures in the Journey Programme
Overall Award Pathway – in the Senior Branch Journey Programme that are three pathways, the first is the Overall Awards which has three levels marked by the Bronze star, Silver Moon and Golden Sun Awards
Pack – a name often used for a Brownie Guide Unit.

Pack Holiday – an event for Brownie Guides involving at least one overnight away from home.

Participation Badges – marks participation in a theme-based activity, special occasion or event such as a Regional event, Giving Girls Confidence or Fun badges

Passport – a small booklet for Brownies outlining their Journey Programme

Pathfinder – the name given to the first year of the Guide Journey Programme

Pathway – after a Senior Branch member has completed her first year of the programme she can choose between three different Pathways: Overall Award Pathway; Specialised Area Pins Pathway and /or Interest Badge Pathway. Senior branch members can move between pathways as they choose

Patrol – a group of six to eight Guides who work under the leadership of one of their peers, the Patrol Leader

Patrol Leader – (PL) the leader of a group of six to eight Guides elected to the position by the girls

Patrol Leaders’ Council – (PLC) a meeting of the Unit Leaders and Patrol Leaders, at which they participate equally in discussion and planning

Personal Skill – is one of the components necessary to achieve the Gaisce Award and is part of the Senior Branch Journey Programme

Personal Registration Forms- these forms for Girls must be completed annually for each girl in the Unit. Details should then be recorded on OGM

Physical Recreation - is one of the components necessary to achieve the Gaisce Award and is part of the Senior Branch Journey Programme

Powers – as a Ladybird completes each part of the three years in her Journey Programme she gains her superhero powers and the cape on her Journey Badge grows

Pow-Wow – The Pack sits in the Brownie Ring for exchange of ideas and information and to make plan

Programme – the totality of non-formal educational activities and experiences provided for members.

Programme and Training Committee – the national committee responsible for coordinating the development and delivery of all aspects of the Guiding programme.

Promise – the three-part commitment that girls and Adults make when they are enrolment as members of IGG

Promise Ceremony – when a member makes her Promise and is presented with the appropriate Branch Promise badge.

Quartermaster – (QM) the Leader in charge of catering at an event

Rainbow – a name used for a Ladybird Leader.

Records – Unit records (names and contact details/Patrols or Sixes/individual badge records etc.) accounts package and an Accident record book must be kept for each Unit. Use OGM to reduce the amount of paperwork needed.

Regional Conference - Held annually, usually in the autumn, to give information and training to Leaders and Commissioners in a Region
**Regional Committee Member** – a member of the Regional Committee and a representative of that Region on a National Standing Committee.

**Regional Development Officer** – *is a paid member of staff who plays an important role in the on-going support of all Leaders in the Region*

**Regional Level Award Pathway** – Senior Branch Overall Award see Silver Moon

**Regional Teams** – a group of Leaders in a Region with a designated particular focus e.g. Regional Guide Team, Regional Outdoor Team.

**Registration Nights** – open evenings held for interested girls/parents to join

**Residential Qualifications** - additional qualifications warranted Leaders interest in taking youth member away overnight

**Resource Centres** – a support facility in some Areas/Regions

**Safety Guidelines** – a booklet containing important information on insurance, safety and activities. Helps maintain the high standard of care we provide for our members

**Sash** – a band of material worn by youth members onto which they sew their badges.

**Screening and Garda Vetting** – a legal obligation on all adults who work with children

**Seconder** – in Brownies the assistant in the Six is called the Seconder

**Senior Branch Member** – a members of IGG aged 14 years to 30 years. (members of Senior Branch can remain in the Branch until their 30th birthday. They can complete their own programme and act as a Leader in a Unit form the age of 18

**Senior Brancher** - the informal term for a Senior Branch Member

**Senior Branch Programme** – can be undertaken by any member of IGG who is age from 14 to 30 years. The Journey Programme can be done in Units or individually

**Service Awards** – (known as Long Service Awards) recognise the length of time someone has volunteered with the organisation as an adult member

**Silver Moon** – the name given to the Regional Level Award Pathway and Specialised area Pins Pathway of the Senior Branch Journey Programme

**Silence Sign** – is the international recognised guiding sign used by Leaders who want the Unit or gathering to fall silent

**Six** – a group of six to eight Brownies who work under the leadership of one of their peers, the Sixer

**Sixer** – the leader of a group of six to eight Brownies

**Six Corner** - Position in the room where the Six assemble

**Skills Qualifications** - this qualification is designed for a warranted Leader who has and aptitude for the following specific area of the programme Music, Crafts, Campfire and is will to share her skills with other Leaders in her Area/Region

**Snowy Owl** – a name used for a Brownie Guide Leader.

**Special Focus Badges** – are the badges that have been, or will be produced by WAGGGS or IGG to enable the girls to focus on a specific theme which a Unit can opt to complete, Syllabi for these badges are available on OGM

**Specialised Area Pins** – in the Senior Branch Journey Programme there are three levels of Specialised Area Pins Bronze, Silver and Gold. There are a total of 6 Adventure in each level that’s a total of 6x3 =18 Pins
STARR – Support and Training for Active recruitment and Retention provides ideas to help each of us spread the word about Guiding to more girls and women

Subscriptions – the contribution to the running of the Unit, paid weekly, monthly or annually depending on the Unit.

Superheroes – this is the concept behind the Ladybird Journey Programme. The Ladybirds are superheroes who gain powers as they progress through each year of the programme.

Tawny Owl – a name used for a Brownie Guide Leader.

Teamwork Adventure – this is one of the 6 Adventure in the Journey Programme. In senior branch this Adventure is called Community Involvement Adventure.

Term of Office – the length of time a member can hold a particular position. (DC, Regional Teams National standing committees)

The Welly!!! – the magazine for Senior Branch members of IGG.

Ticket – Ladybirds have a Ticket outlining their Ladybird Journey.

Trail Blazer – the name given to the fourth year of the Guide Journey Programme. Gain confidence, to acquire the skills and knowledge necessary to run a Unit and understand the Guiding ethos.

Trainer – an experienced Leader who has fulfil the criteria and is willing to sharing her knowledge with other Leaders at formal and informal training events.

Training and Leadership Development – is a vital part of Guiding where Leaders attend training sessions.

Travel Folder – Guides have a Travel Folder for recording their Journey. It also outlines the Journey Programme and Interest Badge for them to choose from.

Travel Guide – is the publication for all Leaders. It outlines the Journey Programmes for Ladybirds/Brownies/Guides/Senior Branch Members so Leader can understand and appreciate the whole journey the girl can travel on whilst a member of IGG.

Travel Journal – Senior Branch folder outlining the various Pathways they can take in their Journey Programme.

Treasures – as a Guide completes each part of the four years in her Branch Journey Programme, she is an explore collecting treasures to mark her accomplishments.

Trefoil – a three-part emblem, representing the three parts of the Promise.

Trefoil Guild – is a group withing IGG for women who cannot make the weekly commitment but still have skills to offer and enjoy meeting up to share ideas and do activities.

Trefoil House – the building shared by National Office and the Dublin Distribution Centre.

Trefoil News – the official Leaders’ magazine of the Irish Girl Guides.

Uniform – worn by members of IGG and differentiated according to the age group – Ladybird, Brownies, Guide, Senior Branch or Adult Leaders.

Unit – a local group of youth members with Leaders, who meet on a weekly basis, registered by the local Commissioner at National Office.

Unit Size – for safety reasons there are limits on the number of girls allowed in a Unit. These and ratio of adult to girls are outlined in the Safety Guidelines.

Unit Attendance Records – this can be done on OGM or in paper format and should include...
girls, Leaders/Unit Helpers/visitors. Attendance record should be kept for all activities including weekly meeting/ holidays/ outings.

**Unit Account Package** – a record of all money received and all expenditure must be kept by the Unit. The Accounts Package can be downloaded from OGM and includes guidelines

**Unit Helper** - an interested adult who does not wish to or cannot (e.g. a father) become a warranted Leader. Helps out occasionally when additional help is needed. This includes someone who is on a parents’ rota and includes both male and females

**Unit Contact Person** (UCP) - the Leader who acts as the communication liaison person for a local Unit

**Unit Leader** – a member of the local Unit Leadership team

**Unit Leadership Team** – the group of Leaders responsible for the running of the local Unit

**Voyager** – the name given to the second year of the Guide Journey Programme

**Ventact** – a joint Guiding and Scouting Association adventure weekend held each year in September

**WAGGGS** – abbreviation for the World Association of Girl Guides and Girl Scouts, a global organisation reaching 10 million girls and young women in 146 countries over five regions. Europe, Africa, Asia Pacific, Western Hemisphere and the Arab Region

**Waiting Lists** – waiting list are lists of people wanting to join IGG and can be maintained on OGM

**Warrant** – is a licence to be a recognised adult Leader in IGG. To hold a warrant, you must be an enrolled member of IGG

**Warrant Pins** – May be worn by all warranted Leaders and are Branch

**Woggle** – a leather woven band worn around the neckerchief

**World Thinking Day** - The joint birthday of the Founder and Lady Baden-Powell on the 22nd February, when members around the world think of each other

**World Thinking Day Fund** Voluntary donations from all members to International Guiding