

THE GIRL GUIDES.

(INCORPORATED BY CHARTER.)



Rules, Policy and Organisation.

1918.

Price, post free, 10d.

Headquarters :
76, VICTORIA STREET, LONDON, S.W. 1.

Telephonic Girl Guides Association
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St. George's Vicarage.

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Owing to the extra demand
for this Book, it is issued at
an earlier date than usual
this year.

For convenience of reference all alterations are marked with a line in the margin.

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INTRODUCTION.

MAY I draw your attention to the fact that the following pages contain RULES, not REGULATIONS.

There is a world of difference between the two. Regulations are restrictions imposed upon subjects to prevent them following their own bent—for example, the Police Regulations.

Rules, on the other hand, are guiding lines for players in a game, as in Cricket, for instance.

In the present case, namely, the game of Girl Guiding, these rules are designed to help the workers, to ensure fairness, and to give the shortest road to efficient working.

Our aim, in training the girls, is the education and development of character through their individual enthusiasm from within, and not by imposing upon them collective dogmatic instruction from without.

So, on the same principle, in offering this guide to our fellow workers in the Movement, we want to encourage their co-operation through their own individual keenness, capability, and resourcefulness, and not to bind them collectively with restrictive red tape.

The following rules are, therefore, devised as likely to be helpful to them in carrying into practice the ideas conveyed in the Handbook "Girl Guiding."

Our desire is to decentralise as much as possible and to leave local administration in local hands, but for this it is essential that the main ideals, methods, and policy of the Movement should be rightly understood and acted up to.

It is with the hope that these rules may be useful to that end that they are issued.

Many officers have asked for such guidance. I am very grateful for numerous useful suggestions received towards making the compilation by Mrs. Potts as complete as possible.

I am perfectly confident that the keenness of all ranks, assisted by such a code, is going to develop a higher standard of good citizenship among the rising generation, and one which cannot fail to be of highest value to the nation.

Rover Rover Rover Rover

Chairman.

January, 1918.

THE GUIDE LAW.

1. A Guide's Honour is to be trusted.
2. A Guide is loyal.
3. A Guide's duty is to be useful and to help others.
4. A Guide is a friend to all, and a sister to every other Guide.
5. A Guide is courteous.
6. A Guide is a friend to animals.
7. A Guide obeys orders.
8. A Guide smiles and sings under all difficulties.
9. A Guide is thrifty.
10. A Guide is pure in thought, in word, and in deed.

I.—GENERAL PRINCIPLES.

1. AIMS.

The Girl Guide movement has been constituted under a Charter of Incorporation for the purpose of developing good citizenship among girls by forming their character; training them in habits of observation, obedience, and self-reliance; inculcating loyalty and thoughtfulness for others; teaching them services useful to the public and handicrafts useful to themselves; promoting their physical development; making them capable of keeping good homes and of bringing up good children. Its desire is to co-operate with Educational and other bodies working to this end.

2. METHOD.

The method of training is to give the girls pursuits which appeal to them, such as games and recreative exercises, which lead them on to learn for themselves many useful crafts. It is a scheme of elder and younger sisters playing games together, rather than the instruction of privates by officers in a cut-and-dried disciplinary machine, or of pupils by school teachers in an academic curriculum.

3. MEMBERSHIP.

The Society can only admit to membership those who accept as a basis the threefold promise of the Guides, or the twofold promise of the Brownies, the Guide Law (see p. 5), and the system of instruction contained in "Girl Guiding," by Sir Robert Baden-Powell, and the Rules.

The Association is open to British subjects of every class and denomination, but churches and other organisations (specified in Rule V.) may raise Companies confined to girls connected with such bodies, and can recommend their own Guiders and Chaplains (if desired) for appointment.

All girls enrolled into a registered Brownie Pack or Girl Guide Company are members of the Girl Guides, as are all Guiders holding warrants from Headquarters, persons holding honorary rank, members of the Headquarters Council and Executive Committee, and members of the Local Association.

Members of Alien Birth.

For the present, no Warrant to hold office in the Girl Guide Movement can be granted to anyone of Alien parentage, whose parents are not properly naturalised British subjects.

4. OVERSEAS MEMBERSHIP.

Girl Guide Commissioners, Local Associations and Companies, &c., are established in Overseas Dominions and Colonies under the same organisation and principles as in the United Kingdom, under representative Councils. They are represented on the Headquarters Executive (76, Victoria Street, London, S.W. 1) by the head of the Overseas Department, to whom they should apply for warrants, recognition of rules, badges, awards and advice, &c.

5. KINDRED SOCIETIES.

- (a) Any approved Society, Branch or Institution for Girls within the British Empire can start an associated Girl Guide Company among its members.
- (b) This unit will be officially recognised and registered at Girl Guide Headquarters, on the nomination of such Society and on the recommendation of the Local Association and of the Commissioner, provided that its members agree to adhere to:—

The Threefold Promise.

The Ten Guide Laws.

The Rules of the Girl Guide movement.

The Associated Company would then be entitled—

To receive Warrants for its Officers.

To wear the Girl Guide uniform.

To receive badges for proficiency on passing the same tests as other Guides.

To carry out Girl Guide war work or other national service.

To use the Girl Guides' Employment Agency.

To receive the Girl Guides' life saving medals, And to attend Girl Guide rallies, camps, conferences, etc.

- (c) Its Guiders will be appointed by the governing body of its own society, and they will receive Warrants as such from the Girl Guide Headquarters.
- (d) It will remain an integral part of its own Society, under its own administration.
- (e) Each kindred Society will be entitled to take its own line in the matter of religion and to make its own bye-laws on other matters, provided that they agree with the general policy of the movement; they would therefore be submitted to the Girl Guide Headquarters for approval. Each Company shall send these, with its Company bye-laws, to the Local Association before becoming law.
- (f) An associated Company can retain the title of its own Society, such, for instance, as Girls' Friendly G.G.
- (g) Badges will be obtainable through the local G.G. Committee on being awarded by examiners appointed by that body.
- (h) The Commissioners of Girl Guides, being responsible to Headquarters for the training and efficiency of all Guides in their districts, will therefore visit and inspect associated companies in the same way as other companies.
They will not, however, deal with the matter of religious training, this being left to the Company Guiders and Company Chaplains.

- (i) Associated Companies can, where they desire it, have their own Company Committees.
- (j) Where one or more associated Companies belonging to one Society exist in a district their Society will be entitled to representation on the local Association.
- (k) Where a Kindred society has over 500 Guides among its members it shall be entitled to representation on the Council of the Girl Guides.
- (l) Affiliated Societies may, if they so desire, appoint a guider of high standing, such as a "Director," to encourage development of Girl Guide Companies within their own society.

This guider, and any others appointed by the Society, would hold no warrant from the Girl Guides' Association, but would deal entirely with the subject of their own Society's work, while the local Girl Guides' Association and Commissioner would be responsible for the Girl Guide training.

- (m) Associated Companies are only formed among existing members of a Society, but this does not prevent them from taking non-members of such Society as recruits to their company when desired, if permitted by the rules of such Society.

The above is a general outline of a scheme of co-operation which can be adapted by mutual agreement to suit individual cases.

Any Society for women or girls wishing to co-operate with the Girl Guides' Association for other purposes than training girls as guides can do so by letter of mutual agreement on terms approved by both parties.

6. SCHOOL COMPANIES.

A school Company is one entirely composed of Girls from one school under the management of the school authorities.

- (a) The usual Guider's warrants may be granted to the mistress who has charge of the Guides, and to her

assistants, under the ordinary regulations, on the nominations of the district or county commissioner.

- (b) Schools may form their own school committee with the advice and approval of the Commissioner: this committee may make the arrangements for the examinations for badges and for ordinary routine. Badges to be obtained through Local Secretary.
- (c) The school gym. uniform is permitted, if preferred to the Guide uniform, but the Guide badge must be worn.
- (d) A Court of Honour is formed in the school company of the patrol leaders and their seconds to administer the internal affairs of the company.
- (e) 2nd Class Guides over 16 years of age in a school may form a branch of the Cadet Corps and be registered as such. (See Rule 62.)

7. RELIGIOUS POLICY.

- (a) It is expected that every Guide and Brownie shall belong to some religious denomination, and attend its services.
- (b) Where a Company is composed of members of one particular form of religion, it is hoped that the Captain will arrange such denominational religious observances and instruction as she, in consultation with its Chaplain or other religious authority, may consider best.
- (c) Where a Company consists of Guides of various religions, they should be encouraged to attend the service of their own denomination, and in camp any form of daily prayer and of weekly Divine service should be of the simplest character, attendance being voluntary.

8. FINANCE.

Each Company must manage its own funds. Its members should earn what funds they require, by means of work or performances which deserve money in return. No begging for money is allowed, either for their own or any other fund. A Company whenever possible should require a small subscription of, say, 1d. or 2d. a week from its members.

Patrol Subscription Books are obtainable from Headquarters. Price 2d.

Captains and Brownie Captains should publish their accounts, and where girls' subscriptions are concerned, the girls have the right to inspect the accounts.

Captains should submit their Annual Account to a voluntary audit by the Local Association.

Headquarters Finance.

Apart from any profit made on the sale of Badges and Equipment, the Girl Guides' Association depends on public support for the expenses of its central office and staff and organisation throughout the Empire.

Companies and Local Associations are not required to contribute to Headquarters Funds.

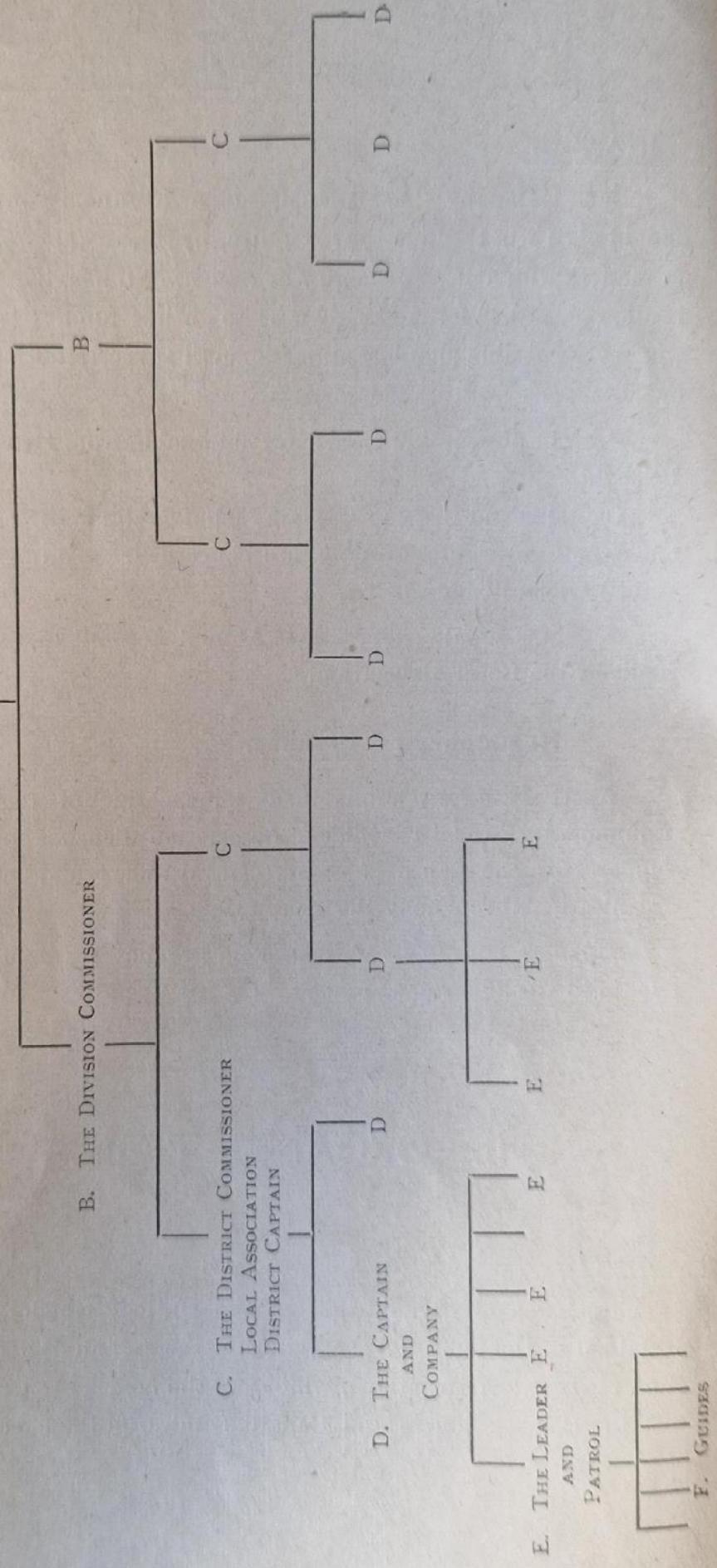
II.—ORGANISATION.

9. CHART.

The scheme of organisation in the United Kingdom is best explained in the form of a chart showing the system of decentralisation to Local Associations, which are the bodies in direct touch with the Commissioners and Captains and form the effective unit of Control.

ORGANISATION OF A COUNTY.

A.
THE COUNTY COMMISSIONER,
THE COUNTY SECRETARY.



10. THE COUNCIL.

The Management of the Girl Guide Movement is vested in a Council, which carries out its policy through an Executive Committee.

11. THE NATIONAL HEADQUARTERS EXECUTIVE.

The National Headquarters Executive, as directed by the Charter of Incorporation, consists of not more than nine members appointed by the Council to act as the Heads of Departments (e.g., Organisation, Finance, Overseas, Kindred Societies, Publications, Education, Training, Equipment).

This body administers the Movement throughout the Empire.

The Head Office is at 76, Victoria Street, S.W. 1.

Miss Macdonald is the General Secretary.

Uniform.

Where desired the Executive may wear a uniform similar to that of a Commissioner.

Distinguishing Marks.

The Headquarters Badge (Navy-blue enamel bar with silver lettering), silver cockade and Navy-blue tie.

12. THE COMMISSIONER.

There are three grades of Commissioners under the Chief Commissioner, viz., County, Division and District Commissioners.

N.B.—A Register of Commissioners is published in the Annual Report, and new appointments appear monthly in the Gazette.

13. A COUNTY COMMISSIONER is appointed by Headquarters to act as its representative in each county.

The Duties of the County Commissioner are:—

- (a) To take charge of the Movement in her County and to see that the policy approved of in the Charter is carried out in the organisation and training of the Guides in the County under her control.

- (b) To interest the leading local educational, religious and administrative authorities in the training of the Girl Guides.
- (c) To start the Movement and explain it in localities where it is needed, and to foster and encourage its development.
- (d) To be the responsible recommending authority to Headquarters Executive for the registration of Local Associations and Companies; for the granting of Warrants for Guiders, as well as for the withdrawal of their Warrants when necessary.
- (e) To be readily accessible as friend and adviser to all Guiders in her County.
- (f) To carry out periodical Inspections of every Company in her County with a view to encouraging efficiency and ensuring that all tests are passed on a proper standard. She has the power to withdraw proficiency badges either temporarily or permanently where the holder is not up to standard in practice.
- (g) To recommend ladies to the Headquarters Executive Committee for appointment as Division Commissioners to represent her locally.

N.B.—It has been found most practical to use the existing Parliamentary divisions as marked on the County maps for the areas to be administered by the Division Commissioners.

Towns which return a Member to Parliament also rank as divisions.

The County Commissioner can delegate the above duties to her Division or District Commissioners.

These appointments are for one year, terminating in November, when the officers may be reappointed or replaced as may be desired.

Uniform.

COAT	Norfolk, Navy blue, with patch pockets, with black bone buttons.
SKIRT	Navy blue.
BELT	Brown leather, worn over coat.
HAT	Navy blue felt, turned up on left side.
SHIRT	White.

Distinguishing Marks.

Dark blue tie, gold and silver cords, with silver cockade, silver cord round hat.

Commissioner's badge, cords and cockade may be obtained directly from the head office by the Commissioner herself on receipt of her warrant. Badge to be worn on the left hand lapel, cords from thence to base of left hand shoulder strap.

14. THE DIVISION COMMISSIONER is appointed on the recommendation of the County Commissioner to act as representative in each Division and to report to her.

Uniform.

As for a County Commissioner.

Distinguishing Marks.

Navy blue tie, silver badge, cords and cockade.

15. THE DISTRICT COMMISSIONER is appointed on the recommendation of the Divisional Commissioner to represent her in each district and report to her.

Uniform.

As for County Commissioner.

Distinguishing Marks.

Saxe blue tie, cockade and cords.

16. STAFF CAPTAIN.

A Commissioner may recommend, when necessary, a Captain or other suitable person to act as Staff Captain to take command of combined rallies, or for any duties compatible with these

regulations with which she may invest the appointment. This appointment is annual. A Staff Captain should preferably be a First-class Guide. Her appointment must be decided by the County Commissioner.

Uniform.

As for other Captains.

Distinguishing Marks.

White cockade.

17. THE COUNTY SECRETARY.

The County Secretary is appointed by the County Commissioner to assist her in working the Guides in the county, and receives a warrant as such from Headquarters. The following are suggested as her usual duties :—

- (a) As a rule she is the sole channel of communication between the whole county and Headquarters (76, Victoria Street) in order to decentralise the work.
- (b) All orders for badges, literature, etc., must go through the County Secretary. Payment for goods required, including postage, must accompany all orders.
- (c) All applications for Registration Forms, Guiders' Warrant Nomination Forms, and so on, should be applied for through the County Secretary, who would as far as possible keep a stock of them.
- (d) Local Secretaries should keep the County Secretary informed of all changes and events that occur in her district.
- (e) The County Secretary should send out all notices of any county meetings and rallies, etc.
- (f) The County Secretary, when there is no treasurer, will be responsible for county funds.
- (g) The County Secretary keeps a register of all Companies, etc.

(h) She assists the County Commissioner with Annual Report, to be sent in to the Headquarters by 18th September.

N.B. -- These duties may be delegated to the Division or District Secretaries where it has been found necessary to appoint them.

Uniform.

As for Guide Commissioner.

Distinguishing Marks..

COUNTY SECRETARY Red cockade in hat with badge with red pens.

DIVISION SECRETARY White cockade and badge with white pens.

DISTRICT SECRETARY No cockade and badge with white pens.

18. THE LOCAL ASSOCIATION.

The Local Association is a body of representative people in the place, whose standing insures the soundness of the movement in the eyes of parents and public, whose function is to take all outside work and responsibilities off the shoulders of the Captains, leaving them free to work their Companies.

An Association should be formed in each town or group of villages before the first Company can be registered.

The area to be administered by the Local Association should be settled by the Commissioner.

Where it is desired to form a new Local Association, the Commissioner should arrange for a meeting to be held, at which such ladies as the mayoress, schoolmistresses, wives of medical men and clergy, or other ladies interested in work amongst girls, should be invited to attend.

The Local Association should be financially self-supporting and has no control over Company funds.

At this Meeting the future members of the Local Executive Committee should be elected, and should include Vice-Presidents, a Chairman, a Vice-Chairman, an Hon. Secretary and an Hon. Treasurer.

When a District Commissioner has been appointed she will usually occupy the chair. A vice-chairman should be elected to represent her if absent. Where there is no District Commissioner a chairman should be also elected. Company Committees of parents and others are useful for giving local support.

19. THE LOCAL EXECUTIVE COMMITTEE.

Captains or Brown Owls are not members *ex officio* of the Local Executive Committee. Where desired they can be elected members, but the Committee should consist of at least as many other members as Captains and Brown Owls to ensure adequate representation of parents and public interests.

Each Member of the Committee of the Local Association is entitled to wear the silver (Committee) Badge Brooch, provided she has made the threefold promise.

The duties of the Executive Committee of the Local Association are:—

- (a) Generally to supervise and encourage the Movement in the district with the least possible amount of interference with the responsibility and initiative of the Companies and Patrols in their training.
- (b) To nominate suitable persons to act as Guiders and recommend them to the Commissioner.
- (c) To see that the Company Registration Certificates (Form A) are properly filled in and forwarded to the Commissioner for registration at Headquarters, accompanied by the registration fee of 1s.

No Company will be recognised unless registered on the recommendation of the Committee of the Local Association. The registration fee, amounting to 1s., must be enclosed with the Form.

- (d) To recommend Guiders to the Commissioner for warrants when they have satisfactorily completed the necessary three months' training with their Companies and are qualified.

- (e) To compile local bye-laws where necessary and to send two copies to the County Secretary—the one for filing, the other for approval of Headquarters and return.
- (f) To appoint Badge Committees of independent ladies or gentlemen, either in conjunction with neighbouring Local Associations or independently, to examine candidates for the Proficiency Badges, and to be responsible for the recommending of all Guide badges in its district. Applications for these to be made by Captains to the Local Secretary, to whom alone they will be issued by the County Secretary (or Headquarters).
- (g) To recommend to the Commissioner for suspension any Captain or Lieutenant, or Guide or Company within its area for grave dereliction of duty, for unsuitability, or for disloyalty to the rules of the Guide Movement. Such suspension withdraws the right to wear any of the registered uniform, badges, etc., of the Girl Guides.

20. QUALIFICATIONS FOR GUIDERS.

Captain.

- (a) Must be nominated by the Local Association.
- (b) Must have trained their Companies for at least three months.
- (c) Must satisfy the Commissioner (who may require a written paper) that she :—
Has a thorough grasp of the general principles as laid down in "Girl Guiding," and in this book of Rules, and that she will abide by them: also that she has a full appreciation of the higher aims underlying the scheme of training.
- (d) Must have personal standing and character, such as will ensure a good moral influence over girls, and sufficient steadfastness of purpose to carry out the work with energy and perseverance.

- (e) Must not be less than 21 years of age.
- (f) Must be able to obtain the use of some sort of Club Room for the Guide Meetings.
- (g) Must be a 2nd Class Guide and should have gained at least 3 Proficiency Badges, or equivalent qualifications.

Every Guider should be enrolled, if possible, by the Commissioner in the presence of the Company.

Lieutenant.

The above qualifications apply equally to the Lieutenant, who, as a rule, should be not less than 18 years of age.

21. POWER OF A GUIDE CAPTAIN.

After being enrolled, a Guide Captain has power to :—

Enrol her own Lieutenants and Guides.

Pass them through the Tenderfoot and 2nd Class Tests.

Appoint the Patrol Leaders.

For grave dereliction of duty, she can at any time reduce a Patrol Leader to a Second or a Second to a Guide, or suspend or dismiss a Guide altogether, unless the offender appeals to the Local Association, in which case the matter must be brought up at the next meeting of the Association. She has a free hand in all interior administration and training of her Company, provided that she adheres to the policy and rules of the Movement.

When a Guider ceases to have charge or joint charge of a Company, her Warrant lapses, and must be returned to Headquarters through the proper channels.

22. INSTRUCTOR.

An Instructor may be appointed when required to instruct in special subjects.

Her distinguishing badge contains the letter I.

23. BROWNIE OFFICERS.

Brownie Officers are:—

- (a) Brown Owls;
- (b) Pack Leaders.

A Brown Owl must qualify as a Guider.

A Pack Leader must be a First Class Brownie, and hold, at least, four Brownie Proficiency Badges.

24. WARRANTS.

Warrants give the bearer authority to act and are issued by the Headquarters Executive.

All Warrants are the property of the Council and not of the holders, and are returnable at the request of the Council or its representative.

25. GUIDER'S UNIFORM.

SKIRT	Navy blue. Not less than 8 inches off the ground.
SHIRT	Navy blue.
KKICKERS	Navy blue.
COAT	Navy blue Norfolk, with patch pockets and black bone buttons.
TIE	Light blue or Company colour.
HAT	Navy blue felt, turned up on the left side with badge according to rank. (Long or fancy hatpins must not be worn.)
BELT	Worn over coat.
SHOULDER KNOT	White on left shoulder.
WHISTLE	On white lanyard, worn round the neck and attached to belt on right side.

Undress Uniform.

In hot weather a Navy blue tunic is authorised uniform for all Guiders.

Distinguishing Marks.

CAPTAIN	Navy blue cockade, and green badge brooch worn just below the knot of the tie.
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LIEUTENANT	Tenderfoot brooch on left of hat and gilt badge brooch worn just below the knot of the tie.
BROWN OWL	Brown cockade, brown tie, lieutenant's badge.
PACK LEADER	Three brown braid armlets, $\frac{1}{2}$ in. wide and 1 in. apart, worn 5 ins. above the left elbow; brown tie.

Captains' and lieutenants' badges may, *on receipt of Warrants*, be obtained from the Secretary of the Committee of the Local Association.

26. THE GUIDE COMPANY.

A Company should consist of not less than two Patrols and not more than five, with a Captain and at least one Lieutenant, to ensure continuity. No Company can be recognised unless registered through a Local Association and the Commissioner by Headquarters. The registration fee is 1s.

In special circumstances the Commissioner may authorise the registration of a Company of one Patrol.

A Guide may only belong to one Company, but may be temporarily attached to another, if eligible.

No Guide may be accepted for enrolment in a Company who has been a member of another Company, unless she is provided with a transfer paper duly signed by her late Guider.

Each Company is named after the place where the Headquarters is situated.

27. SENIOR GUIDES.

To become a Senior Guide a Guide must be over the age of sixteen.

Organisation.

Senior Guides can either be formed into a separate Company or can be trained in a Senior Patrol attached to an existing Company.

Object.

(a) To enable the elder girls to keep in touch with the ideals of the Guide movement and to have the opportunity of obtaining

badges of a higher class, such as will fit them for their work in life.

(b) To enable girls over sixteen to join the movement.

Uniform.

As for Guides, with a special badge (Tenderfoot on red ground).

For further rules, see separate pamphlet for Senior Guides, to be published shortly.

28. THE PATROL LEADER.

No Guide may be a Patrol Leader until she has passed her Second Class Test and shows a good knowledge of Company drill. She may not be appointed permanently until she has been three months in the Company.

The Patrol Leader ranks before all other Guides, and is entitled to a full salute.

Instruction should come as much as possible through her.

She is responsible for all matters relating to work, play and administration in her Patrol.

She should to a great extent be the channel of communication between the Captain and her Guides.

She should whenever possible have special opportunities of access to her Captain, either at her house or at a special Parade of Leaders and Seconds held once a week at the Company Headquarters, when special instruction may be given.

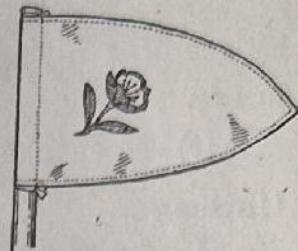
She is privileged to attend the Court of Honour. (See Miscellaneous Rules and pamphlet, "The Patrol System.")

Uniform.

A Leader's Uniform is similar to that of a Guide, with the addition of the Leader's two perpendicular white stripes worn on the left pocket.

The Leader has also the privilege of wearing the Tenderfoot brooch above the centre of the hatband, in addition to that worn on the tie.

Each Patrol Leader has on her staff a small white flag, ten inches deep, with the crest of her patrol in cloth stitched on to it on both sides.



The Patrol Second.

The Patrol Second is selected by the Patrol Leader, to be her assistant and to take command of the Patrol when she herself is away.

She may represent the Leader at the Court of Honour.

Uniform.

Similar to that of a Guide, with the addition of one perpendicular white stripe on left pocket.

29. THE PATROL.

The Patrol under its girl leader is the important unit.

The Patrol consists of six or eight Guides, including the Patrol Leader, appointed by the Captain, and the Second chosen by the Patrol Leader. It is the unit for all duties, training, games, competitions and exercises.

Each Patrol is named after a flower or a bird.

Each member of the Patrol wears a Shoulder-knot the colour of her Patrol Flower or Bird, and a round badge of the emblem sewn above her left pocket flap.

The following emblems can be obtained at the Head Office, price 6d.

Flowers :

Scarlet Pimpernel.	Marguerite.	Mistletoe.
Lily.	Holly.	Bluebell.
Honesty.	Buttercup and	Primrose.
Iris.	Daisy.	White Rose.
Red Rose.	Daffodil.	Sunflower.
Acorn.	Thistle.	Poppy.
Forget-me-not.	Pansy.	Fuchsia.
Violet.	Cornflower.	Heather.

Birds :

Robin.	Nightingale.	Swallow.
Wren.	Blackbird.	Skylark.
Thrush.	Canary.	Sparrow.
Bantam.		

The Specialised Patrol is one which as a unit has specialised in a certain subject. Should each member of the Patrol succeed in passing the test for that subject, the Patrol is entitled (in addition to the personal badges worn by each member of the Patrol) to incorporate the badge of that subject on their Patrol flag. It should be sewn on the inside top corner of the flag. It can be kept so long as all members of the Patrol of over six months' service have qualified for that Badge.

30. GUIDES.

To become a Guide a girl must be between the ages of 11 and 16.

She should be instructed in the subjects required for Tenderfoot Test, on passing which she promises:—

1. To be loyal to God and the King.
2. To try and help other people at all times.
3. To keep the Law of the Guides (see Page 5.)

She is then formally enrolled as a Guide. (For proper ceremony see Handbook.)

Uniform.

SHIRT or TUNIC	Navy blue, with two patch pockets and shoulder straps.
SKIRT	Navy blue, with two patch pockets.
KNICKERS	Navy blue.
HAT	Navy blue, worn with a straight brim, not turned up on the side.
HATBAND	Navy blue, with official stamp.
NECKTIE	Triangular, of light blue or Company colour, worn folded neatly into a narrow fold bandage, under collar, <i>not</i> under shoulder strap.
BELT	Brown leather, with official buckle.
Boots or SHOES	Black.
STOCKINGS	Black (fancy openwork stockings should not be worn).

GLOVES	Brown gauntlet, if any.
SHOULDER KNOT	Of Patrol Colour, worn on left shoulder.
EMBLEM	Of Patrol Flower or Bird, worn on the left hand pocket.
TITLE TAPE	Of Company number, worn on left arm, covering juncture of the shoulder knot with the shoulder strap.
BROOCH	Tenderfoot, worn on loose ends of the tie.
HAVERSACK	Worn on back.
HAIR-RIBBON	Black or Navy. Hair should be plaited.

31. BROWNIES.

Brownies are Junior Guides under the age of 11.

It is advisable to have a Brownie Pack as a Junior Branch or "feeder" to each G.G. Company, or it may be a separate institution.

A Brownie Pack.—A Brownie Pack consists of not less than two Sixes (Patrols) under a Brownie Officer, who is called the Brown Owl, and her assistant the Pack Leader (see Rule 24).

It must be registered at Headquarters through the Local Association.

Sixers.—A Sixer is appointed by the Brown Owl to take charge of a Six (or Patrol). A Sixer may be either a Guide or a First Class Brownie, and ranks before all other Brownies.

Uniform.—As for a Brownie.

Distinguishing Mark.—Two Armlets of Brown Braid, $\frac{1}{2}$ inch wide and 1 inch apart, worn 5 inches above left elbow.

Brownie Second.—A Second is appointed by the Brown Owl to take the place of the Sixer when the latter is away.

Uniform.—As for a Brownie.

Distinguishing Mark.—One Armlet of Brown Braid, $\frac{1}{2}$ inch wide, worn 5 inches above left elbow.

The Brownie Six consists of six Brownies, including the Sixer and Second, and assumes the name of an Elf, Pixie, Gnome, Fairy, Sprite, Leprachaun, etc.:—for which Emblems are obtainable.

A Brownie may be 11 years of age and under.

N.B.—When a Brownie becomes 11 years old she becomes eligible to enter a G.G. Company.

She should be instructed in the subjects required for the Brownie Recruit Test (see Badges and Decorations), on passing which she can formally be enrolled as a Brownie. A Brownie shall not pay for her own badges; she must return them to her Captain on leaving the Company.

A Brownie promises—

1. To be loyal to God and the King.
2. To try and help other people, especially those at home.

The motto of the Brownies is “Lend a Hand.”

A Brownie salutes by holding up two fingers to remind her of the two promises.

Uniform.

TUNIC	Brown or Navy blue with patch pockets (or Jersey and kilted skirt.)
KNICKERS	Brown or Navy blue.
CAP or HAT	Knitted cap.
BELT	Rush, with brown ribbon band.
TIE	Brown leather.
SHOES AND STOCKINGS	Brown triangular.
HAIR RIBBON	Brown.
BADGES	Worn on left breast.

N.B.—A Brownie on becoming a Guide may in special cases wear her Brownie uniform for one year, or for as long as it takes her to procure her Guide uniform.

III.—BADGES AND DECORATIONS.

32. COPYRIGHT.

The badges and decorations described in these regulations are the registered designs of the association. They are intended for the use of members only, unless otherwise specified, and can be obtained only from the Head Office. Any person who is not authorised to use them may be prosecuted for doing so.

33. DECORATIONS PERMITTED.

No Badge, Cord, Chevron or other decoration may be worn on Guide Uniform with the exception of—

Those described in these regulations.

The St. John's and Red Cross Medals and Medallions.

The Royal Humane Society's Medals.

The Army Signalling Badge (crossed flags).

Badges awarded by Government for War Service.

34. AWARD OF MEDALS.

These Medals are only granted by Headquarters, or by the President in a Colony, on special recommendation from the Captain, who should send in a full account, with written evidence from two witnesses of the case, through the Local Committee and Commissioner.

These are worn on the right breast, and are awarded as follows:—

35. LIFE-SAVING MEDALS.



Bronze
and Silver
Cross for
Saving Life.

Bronze Cross (Red Ribbon).—Presented as the highest possible award for gallantry. It can only be won where the claimant has shown special heroism or has faced extraordinary risk of life in saving life.

Silver Cross (Blue Ribbon).—For gallantry, with considerable risk to herself.

Badge of Merit (Gilt Wreath—White Ribbon).—For a Guide who does her duty exceptionally well, though without grave risks to herself.

36. CERTIFICATE OF MERIT.

Certificates and letters of commendation are granted in other meritorious cases.

Diplomas are awarded for proficiency in work.

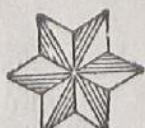
37. THANKS BADGE.



It is the privilege of any Guide, with the sanction of her Guider, of whatever rank, to present this Badge of Thanks to anyone who does a Guide a good turn. It entitles the wearer to make use of the services of any Guide at any time, but does not constitute membership.

This Badge is meant primarily for friends outside the movement, but in exceptional cases and on the recommendation of the Local Association, it may be presented to a Guider when leaving her Company.

38. SERVICE STAR.



Officers and Guides may wear a six-point white metal badge on green ground on left pocket flap on completion of each year's service.

Brownies may wear the same badge on a brown ground.

39. APPLICATION FOR BADGES FOR WAR SERVICE, 1917.

Application should be made in the same way as those for other badges—through the Local or County Secretary. In districts where there is a Commissioner, the Commissioner will be responsible that only genuine bona fide War Work is rewarded.

Where Commissioners are not yet appointed, applications will be dealt with by Headquarters as heretofore.

Application should be made on Form "C" obtained from Headquarters.

The War Service Badge will be granted on the recommendation of a Captain, and approved by the Commissioner, to all Brownies, Guides, Senior Guides or Guiders who have performed or shall perform before the end of the year alternatively:—

- (a) Not fewer than 100 hours' special unpaid service for Hospitals, Nursing Institutions and other Public Departments, Societies, or War Funds, etc. This service must be at the request of some competent authority. It should be done as a Guide *for the War* and not merely because of the War.
- (b) Not fewer than 15 articles personally made, to include 4 pairs of socks, 4 pairs of mittens, 2 shirts, 1 pyjama suit, 1 child's garment, 1 woman's garment, 1 belt, and 1 bed-jacket for Sailors, Soldiers, Sea Scouts, Belgian Refugees, Hospitals. Knitting and needlework already done, &c., may count.

N.B.—Where it is not possible to have material for shirts, pyjamas and bed-jackets provided, a Guide may make up her number of articles by adding to the number of socks and children's garments.

N.B.—No War Service badge is being awarded this year for paid work, as it was felt that recognition for this service was already given in the payment for it.

40. THE TENDERFOOT BADGE BROOCH.

The Badge of the Girl Guides is the "Trefoil" (three leaves), which represent the three promises made on being enrolled, as the three fingers held up in the salute also do.



The proper place for the Tenderfoot Badge is in the centre of the loose ends of the tie, and it should be worn nowhere else, except by guiders and leaders.

After having been enrolled, the Tenderfoot starts work on the subjects required for the Second Class Test. (See Badges and Decorations.) Most of the instruction needed for this test should be given entirely by the Patrol Leaders.

Having obtained this Badge, she may start specialising for any of the Proficiency Badges, with the idea of eventually becoming a First Class or even a Nurse Cavell Guide. (See Badges and Decorations.)

41. WHERE TO WEAR THE BADGES.



The First and Second Class Badges are worn *on the left arm*. It should be placed about half-way between the elbow and the shoulder strap, so as not to be covered by the shoulder knot.

The Ambulance, Sick Nurse and Child Nurse Badges are also worn on the left arm, just below the Second and First Class Badges, and the Red Cross Armlet below that. All the other Proficiency Badges are worn on the right arm. They are sewn on as they are won, starting at the bottom of the sleeve, just above the cuff, and growing upwards in couples as the Guide becomes more and more proficient.

The War Service Badge is worn above the right-hand breast pocket.

Should more badges be won the crown of the old badge may be cut off and the new badge placed immediately above the date of the old one.

The Attendance Stars are worn in a horizontal row on the flap of the left-hand breast pocket.

All round cords are doubled and worn round the right arm under the shoulder strap. The four ends are passed under the flap of the right-hand pocket, which is buttoned over it.

Brownie Entrance, Second and First Class Badges are worn on the left breast, the First-aids on the left arm, and all other Proficiency Badges on the right.

IV.—TRAINING.

42. BROWNIE TESTS.**RECRUIT.**

A Brownie must know :

The Brownie Promise.
The Salute.
The Smile.
The Good Turn.
The Fairy Ring.

See Girl Guiding.

And must be able to
Tie her own tie.
Plait her own hair.
Wash up the tea things.

2nd CLASS.

A Brownie must :

I.—INTELLIGENCE. Know the composition of the Union Jack and right way to fly it.

Tie the following knots and know their uses :—
Reef knot; sheet bend; clove-hitch; fisherman's knot.

Do up a parcel neatly.

Hem a handkerchief or duster.

Darn an article or do the darning stitch.

Lay a table for two for dinner.

Bind up a cut finger or grazed knee.

II.—HANDCRAFT.**III.—SERVICE.****IV.—PHYSICAL****HEALTH.**

Perform the first two physical exercises of the Handbook, and know their objects, or equivalent exercises from the Board of Education Handbook (Physical Exercises for Public and Elementary Schools) such as the Brownie may perform for herself.

Know how and why she should keep nails cut and clean, and teeth clean, and why breathe through the nose.

Bowl a hoop or hop round a figure-of-eight course.

Throw a ball ten yards with the right hand and then with the left.

Throw a ball so that a girl six yards away catches it four times out of six.

BROWNIE BADGES.

Entrance Badge of a Brownie.



The Second Class Badge consists of a bar below the Brownie Badge.

The First Class Brownie Badge consists of the Second Class Badge, with a hand giving the Brownie salute above it.

1st CLASS.

I.—INTELLIGENCE. Know the alphabet in Morse or Semaphore, and be able to send and read three letters out of four correctly.

Know the first two verses of God Save the King.

Know eight points of the compass.

II.—HANDCRAFT. Clean knives, forks and spoons.

Knit a pair of wristlets or muffler.

Lay and light a fire; make tea and a milk pudding.

Fold clothes neatly.

III.—SERVICE. Carry a message of twelve words in her head for over five minutes and deliver it correctly.

Apply a triangular bandage.

IV.—PHYSICAL
HEALTH.

Perform the whole five body movements in the Handbook, and know their objects, or equivalent exercises from the Board of Education Handbook (Physical Exercises for Public and Elementary Schools), such as the Brownie may perform by herself

43. BROWNIE PROFICIENCY BADGES.

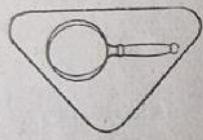
The Twelve Proficiency Badges for which a 1st Class Brownie may qualify are divided into four groups, as follows :—

Group I.	Character	(Colour of badges—blue).
„	II. Handcraft	(„ „ „ —yellow).
„	III. Service	(„ „ „ —red).
„	IV. Physical Health	(„ „ „ —green).

Group I.

Before a Brownie can receive any badge in Group I. she must make the following promise :—“ I will do my best to keep on practising (or collecting, or observing) after I have won my badge.”

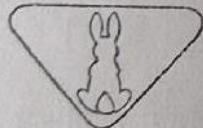
COLLECTOR. (A Magnifying Glass.)



Must make a collection of stamps, botanical or geological specimens, medal ribbons, post cards, crests or postmarks, etc. The test being a systematic and neat arrangement, and intelligent labelling.

Alternative. The keeping of a scrap book diary.

OBSERVER. (A Rabbit.)



Must know something of the history and habits of five British animals (wild);

Or birds;

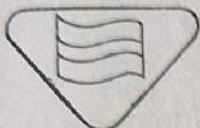
Or know the names and appearance of 20 British flowers or trees; and what common plants (berries, etc.), are poisonous to animals and human beings.

Must be able to distinguish mushrooms from poisonous toadstools, and know the danger of eating the latter. (Alternative to mushroom test, for town boys only :—Know the seasons at which different kinds of fruit and vegetables can be obtained in the greengrocers' shops, and their approximate prices.)

Must be able to track (by landmarks, compass, direction or ground signs).

Must be able to play Kim's Game, “ shop window,” or “ advertisement hoarding.”

(Special promise to be made by Observer :—“ I promise to do good turns to animals just as much as to human beings.”)

SIGNALLER. (A Morse Flag.)

Must have knowledge of the alphabet in either Morse or Semaphore.

A knowledge of the commoner special signs (general answer, alphabetical sign, I.M.I., etc.).

Read and send simple words in Morse or Semaphore, slowly but correctly. Have a practical knowledge of field signalling, viz. : smoke signals, sound signals (whistle), movement signals (hand or staff), and Scout signs.

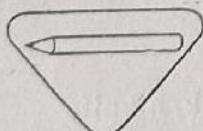
Group II.

Before a Cub can obtain any badge in Group II. he must make the following promise :—

“ If I fail at first I will go on trying till I succeed.”

ARTIST (Brownies). (A Pencil.)

Must copy in pen and ink or pencil a drawing of an animal or human being or still life.



Draw with pencil, brush, pen or crayon an illustration of any incident or character in a short simple story, or an incident in battle, or in history (size not less than 7 in. by 5 in.); or

Draw, from nature, a landscape or still-life group.

Alternative. Model in clay, plasticene, or wax, etc., a human figure, an animal or bird, which the examiner can recognise (not less than 7 in. high). Also model in clay, plasticene, cardboard or sand a series of trenches with communication trenches, supports, dug-outs, etc.;

Or a farm or village;

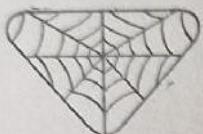
Or a man-of-war.

NOTE.—The natural bent of the boys is to be encouraged in every way; the spirit and intention of his work to count as much as adherence to academic rules.

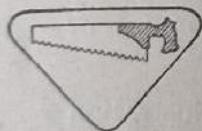
WEAVER. (A Spider's Web.)

A Brownie may qualify for the Weaver's Badge by passing any four of the following tests:—

1. Knit a woollen scarf.
2. Net a string bag or piece of netting for putting over seeds, etc.
3. Make a kettle-holder in cross-stitch work on canvas.
4. Make a rug on canvas with wool or pieces of cloth.
5. Make a small patch-work quilt or patch-work table cloth.
6. Weave a useful article in rafia.
7. Make a basket.

**WOODWORKER.** (A Saw.)

Chip Carving. Must carve two out of the following articles:—Box, teapot stand, stool, card stand, tea tray, and also one according to his own choice.



Must understand the care of tools and how to sharpen them.

Must understand the theory of designing and be able to draw simple designs, and transfer them to the wood.

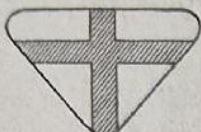
Fretwork (Alternative).

Must make four out of the following articles:—A pipe rack, a knife box, a hand mirror, a paper knife, a watch stand, a bracket, or completely make a jig-saw puzzle; and one article according to her own choice :

Carpentry (Alternative).**Group III.**

Before a Cub can receive any badge in Group III. he must make the following promise:—

“I will do my best to help other people before myself.”

FIRST AIDER. (Red Cross.)

Must be able to bandage a hand in such a way as to stop bleeding, and be as aseptic as possible; and know how to "clean up" and treat a graze.

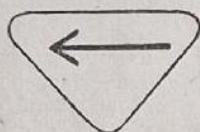
Know treatment for sprains; and how to apply the wide bandage to a sprained ankle. Know how to put on the "large arm" sling and the head bandage.

Know the treatment for stopping bleeding from the nose.

Know how to extinguish clothes that have caught fire; and how to treat minor burns and scalds; grit in the eye; choking and sunstroke.

GUIDE. (An Arrow.)

Must know which road leads to nearest big city, and how many miles away it lies; and the direction and distance away of three neighbouring towns or large villages. (The Brownie Pack Headquarters should be taken as the centre from which distances are measured in the above test and those which follow.)



Be able to give clear directions to a stranger asking his way, well expressed and distinctly spoken; and be capable of doing so politely and promptly.

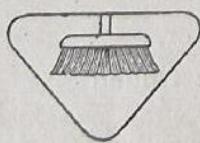
Be able to deliver a short verbal message correctly.

Know the whereabouts and distance away of the nearest police-station, fire station, doctor's house, chemist's shop, hospital, clergyman's house, blacksmith's forge, motor garage and hotel. Also the names and whereabouts of the best shops for various classes of goods.

Have a knowledge of all short cuts for an area of a quarter of a mile round the Headquarters.

Be able to judge distance roughly (viz., for directing people).

Know the history of the parish, or of any historical place in the neighbourhood (Church, Castle, Abbey, battlefield, etc.).

HOUSE ORDERLY. (A Broom.)

Be able to clean a grate, lay a fire and light it with not more than two matches.

Make a good cup of tea, and fry or poach an egg.

Peel potatoes, and boil them, and know how to cook greens.

Clean a pair of boots.

Make a bed, wash up crockery, utensils, etc.

Clean windows, knives and brasswork.

Group IV.

Before a Brownie can receive any badge in Group IV. she must make the following promise :—

“I will do my best always to keep myself clean in body and thought, and to play fair.”

ATHLETE. (A Brownie Athlete.)

These tests are divided into two classes, “A” and “B.” Class “A” is for Brownies from 8-10 years of age; “B” for those of 10-12. The tests are of the same nature in both classes, but the standards are different.

N.B.—The average height of Brownies in Class “A” is 3 ft. 10 in. If a Brownie in this class is unusually developed (not only in height) she shall be judged in Class “B.”

- To sprint 100 yards in 25 seconds.
- To jump 2 ft. (high jump).
- To jump 5 ft. (long jump).
- To climb a rope or pole 7 ft.
- To throw a cricket ball 20 yards.
- To catch a ball thrown from 12 yards.

CLASS “B.”

- To sprint 100 yards in 20 seconds.
- To jump 2 ft. 8 ins. (high jump).
- To jump 5 ft. 8 ins. (long jump).
- To climb a rope or pole (10 ft.).
- To throw a cricket ball 25 yards.
- To catch a ball thrown from 15 yards.

SWIMMER. (A Frog.)

- Must be able to swim 25 yards (any stroke).
- Be able to float on back for 60 seconds.
- Be able to take off pair of socks in the water.
- Or* (as alternative), swim on back, with arms folded on chest, for 15 yards.
- Be able to “ducks dive” (*i.e.*, dive while standing in the water or swimming). *Or* (as alternative), perform a “honey-pot” (*i.e.*, jump with arms clasped round knees) from a board, bank or boat.

TEAM-PLAYER. (Ball.)

To qualify for this badge a Brownie must have been a member of a hockey, basket ball or other team for three months. She should have played quite regularly in matches (only missing if able to furnish a sound reason for so doing.) Her play should be up to the mark and scrupulously fair. She should not once have been ordered off the field for fouling or arguing. A strict obedience to the rules of the game; good temper, pluck, and honest, unselfish play shall count as much as skill in playing.

(The Brownie should be habituated to applaud the winners, even though she is on the losing side.)

TENDERFOOT.**44. GUIDE TESTS.**

Must know the Guide Law:—

The threefold promise.

The signs and salute.

Must understand the composition of the Union Jack and the right way to fly it.

Must be able to tie four of the following knots:—

Reef, sheet-bend, clove-hitch, bowline, fisherman's and sheepshank.

Elementary guide drill.

Must have one month's attendance.

45. 2nd CLASS GUIDE.

Must have passed Tenderfoot tests.

I.—INTELLIGENCE. Have a further knowledge of the Guide Law.

Must have knowledge of the legends of the crosses of the Union Jack.

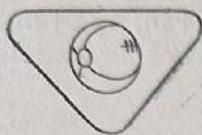
Signal the alphabet in Morse.

Know six different kinds of birds, plants or animals and their life history.

Know how to stalk and track, or (for town girls only) street observation of shops, people, or routes of buses.

II.—HANDCRAFT. Tie seven knots; lay and light a fire, using not more than two matches.

Make a bed properly.



III.—SERVICE.

Know how to stop bleeding (with pad and bandage on the wound only) and choking; remove grit in the eye, and bandage a sprained ankle.

Make a Morse signalling flag (24 in. by 24 in.) or alternatively make some other article useful to the Company.

Know the rules of health.

IV.—HEALTH.

Know the five physical exercises and their objects as given in the Handbook, or equivalent exercises from the Board of Education Handbook (Physical Exercises for Public and Elementary Schools) such as a Guide may practise for herself.

Run a 100 yards in 20 seconds, or skip 100 times without a break.

This latter test may be omitted in the case of girls certified physically unfit.

46. 1st CLASS GUIDE.

Must be a 2nd Class Guide.

I.—INTELLIGENCE.

Judge height, weight, distance, numbers.

Have 1s. in the Savings Bank.

Train a recruit to pass her Tenderfoot test.

II.—HANDCRAFT.

Hold Cook and Needlewoman's Badge.

III.—SERVICE.

How to deal with any two accidents, such as the following :—*i.e.*, how to behave and how to rescue, and what restoration or first-aid to apply in cases of clothes on fire, drowning, electric shock, gas poison, ice accident.

Also hold the Ambulance Badge renewed for year.

Draw a rough sketch map of the district for half a mile (1 mile in the country round company headquarters) and be able to direct a stranger to the nearest doctor, fire, ambulance, telephone, police or railway station, or post or telegraph office, pillar box, etc., from any point within that district.

IV.—HEALTH.

Perform physical exercises in 2nd Class Test and instruct Tenderfoot in the same and in the health rules.

Must be able to swim fifty yards, or, as alternative, hold the Child Nurse's Badge.

PROFICIENCY BADGES.

47. RULES.

- (a) A Board of Examiners should be appointed in each district to ensure the standardization of tests in that district.
- (b) Badges are obtainable from the Head Office through the County Secretary only, unless the duties of the County Secretary have been delegated to those of the division or district.
- (c) The Local Secretaries, when forwarding their application for Badges to the County Secretary, should enclose certificates proving the tests to have been satisfactorily passed. (Certificate forms obtainable from Headquarters.)
- (d) The Captain may pass her own Guides through the Tenderfoot and Second Class Tests.
- (e) All other tests must be passed by independent Examiners, authorised by the Board of Examiners. Under no circumstances may the Examiner have herself instructed the candidate in that subject.
- (f) The First Class Test follows the same rules as those laid down for Proficiency Tests.
- (g) Candidates for Proficiency Tests must be either First or Second Class Guides.
- (h) Certificates of other Associations are not allowed to qualify a Guide for Proficiency Badges unless it can be proved :—
 1. That the examinations are not easier than the Guide tests.
 2. That they fulfil the same general purposes.
 3. That the certificates are of recent date.
- (i) The following tests are annual :—
 - Ambulance and First Aider.
 - Sick Nurse and Probationer.
 - Signaller and First Class Signaller.
 - Interpreter.
 - Pathfinder.
- (j) The standard of efficiency aimed at should be that of 80 per cent., but the actual test should be based on the amount of individual effort expended on the work by the Guide.
- (k) Guides may not enter for the Advanced tests until they are over the age of 16.
- (l) Senior Guides may enter for the Guide tests as well as the Advanced.

48. GROUPS.

The proficiency badges for which a guide may qualify are divided into four groups,

Group 1. Character and Intelligence.

Artist, Astronomer, Entertainer, Friend to Animals, Geologist, Housekeeper, Interpreter, Musician, Naturalist, Rifle Shot, Signaller, Surveyor, Thrift.

Group 2. Handicrafts and Professions.

Basket-weaver, Bee-farmer, Carpenter, Child-nurse, Cobbler, Cook, Dairymaid, Domestic Service, Electrician, Embroiderer, Gardener, Handywoman, Knitter, Land-worker, Laundress, Milliner, Needlewoman, Photographer, Poultry Farmer.

Group 3. Service for Others.

Ambulance, Fire Brigade, Pathfinder, Sick Nurse.

Group 4. Physical Development and Strength.

Air Mechanic, Boatswain, Cyclist, Dancer, Gymnast, Horsewoman, Pioneer, Swimmer.

49. PROFICIENCY TESTS.

AIR MECHANIC. (An Aeroplane.)

A Guide must name six distinct aeroplanes (with their engines) and describe their chief points—*i.e.*, type, number of people carried, capabilities, etc.



Have an elementary—but correct—knowledge of the working of an aero (or motor car) engine. Know the steps and precautions to be taken in starting up an aeroplane engine. Know the functions of the controls on an aeroplane and the forces acting on it when in flight.

Have a practical knowledge of weather lore, especially of that of her own district. Construct a model aeroplane that will fly 25 yards in a negligible wind.

AMBULANCE (Annual.) (A Red Cross on white ground.)

Must know names and positions of principal bones.

Diagnose fractures, dislocations, sprains and strains, and know method of treatment.



Improvise splints and the padding of splints. Bind fractured limb. Understand the circulation of the blood. Show position of the seam arteries. Know the difference between arterial, venous and capillary bleeding, and methods of stopping each.

Know how to treat any of the following:—Choking, burns, scalds, cuts, bites, stings, blisters, grit in the eye.

Know signs and treatment of any of the following:—Fainting, concussion, hysteria, convulsions and poison.

Improvise stretcher.

Know ways of carrying injured person, if alone or with one other helper. Use triangular bandage.

ARTIST. (A Palette and Brushes.)

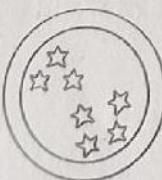
Must at examination do a memory drawing and sketch a visible object.

Show specimen of some work done at home, which may include modelling in clay, wood carving, designing, leather work, &c.

ASTRONOMER. (The Great Bear.)

Must have a knowledge of the nature and movement of the stars.

Be able to point out and name six principal constellations, and one from memory.



Find the North by means of stars other than the Pole Star, and tell the hour of the night by the stars and the moon.

Know the relative positions and movements of the earth, sun, and moon, and have an elementary knowledge of tides, eclipses, meteors, comets, planets, and sunspots.

BASKET-WORKER. (A Basket.)

Must produce an article of basket-work of practical use in either willow, cane, rush, raffia or straw-work made entirely by herself.

Have a general knowledge of the raw material employed, how it is obtained, and how prepared for working.

BEEFARMER. (A Beehive.)

Must have practical knowledge of general apiculture.

Understand swarming, hiving, hives, the separating of honey, the use of artificial combs and the making of frames.

Know which are the best food plants.

BOATSWAIN. (An Anchor.)

Be able to tie eight knots blindfolded, and bring a Turk's Head made by herself.

Do one of the following:—



(a) Row a boat single-handed and with others.

(b) Punt with pole.

(c) Scull over the stern.

Steer a boat under oars and bring her alongside a vessel or landing-stage and make her fast.

Swim 50 yards.

State directions by sun and stars.

Box the compass.

Know the flags of the Merchant Service and those of the new International code of Signals.

CARPENTER. (A Brace.)

Must construct two of the following joints:—

Halved, Tenon and Mortice, or Housing.

Be able to sharpen and set a plane blade and chisel.

Construct a box without a lid, from a piece of wood 12 ins. square, and state its capacity.

Make some useful article of furniture.

Must invent and construct in a simple way some arrangement for fastening a door or gate, or alternatively convert a packing-case into some



article of use in a field hospital. A hammer, saw, and nails in packing-case alone available.

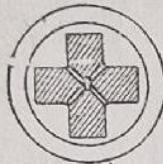
Know the nature and common uses of six kinds of wood.

CHILD NURSE. (Green Cross on white ground.)

Must know heat of baby's bath.

Read bath and room thermometers.

Realise the necessity for the careful treatment of the eyes, ears, teeth and hair.



Bath and dress a baby of two years old, and know how a child of three should be dressed summer and winter.

Prepare baby's bottle and know which are the best kinds of bottles and teats to use, and how to clean them.

Tidy a sick room, and know how it should be kept clean and fresh.

Make black currant tea and lemonade.

Sew on buttons and hooks and eyes, and put elastic on a hat and in a pair of knickers; wash a vest or pair of socks.

Know the general rules about fresh air; be able to tell a fairy tale; and describe a day in the life of a healthy child of four to six years.

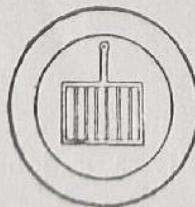
COBBLER. (An Awl.)



Must be able to sole and heel a pair of boots or shoes, and be able generally to repair them.

COOK. (A Gridiron.)

Must be able to light a fire and make a cooking-place with a few bricks or logs; cook the following dishes: Irish stew, vegetables, porridge, rice pudding, or any dishes which the examiner may consider equivalent; make tea, coffee, or cocoa; understand use of the hay box, and hand plates and dishes correctly to people at table.



CYCLIST. (A Bicycle Wheel.)

Must sign a certificate that she owns a bicycle in good working order, which she is willing to use in the King's service if called upon at any time in case of emergency. She must be able to ride her bicycle satisfactorily and repair punctures, &c. She must be able to read a road map, and repeat correctly a verbal message.



On ceasing to own a bicycle she must hand back her badge.

DANCER. (A Guide dancing.)

1. To be able to curtsey correctly.
2. Must know the five positions.
3. Should be able to imitate movements and steps
4. To be able to catch and bounce balls rhythmically.
5. Should know at least four national dances, such as:—

Hornpipe,
Scotch Reel,
Irish Jig,
Welsh Dance

and two Country Dances.

6. Should be able to improvise steps to simple skipping exercises, and, indeed, to music generally.

DAIRYMAID. (A Milking Stool.)

1. Thoroughly understand the extreme importance of cleanliness in connection with milk and its products.
2. Be able to wash, scald and rinse utensils of all sorts—wooden, metal glass, etc., such as churn worker, strainers, pails, cans, bottles, and keep a dairy sweet and clean.
3. Any two of the following tests:—
 - (a) Understand how to work, take to pieces and clean a separator. Be able to separate satisfactorily 3 gallons of milk.

BADGES AND DECORATIONS.

- (b) Be able to churn and make up a satisfactory sample of butter without assistance (about 1 lb.).
- (c) Be able to milk a cow easily and thoroughly, and understand the weighing and measuring of milk.
- (d) Understand how to feed a young calf on milk or cream equivalent, and have fed two calves for a week.

DOMESTIC SERVICE. (A Brush and Pan.)

A Guide must know the general rules for sweeping, dusting, and scrubbing; must turn out a room properly, clean and polish the floor, brasses, copper, knives, silver, windows, and furniture; clean the boots and blacklead and clean the stove; remove stains from a carpet and candle grease from the upholstery; arrange flowers; look out a train and connections in the railway time-table; lay a table correctly for a meal and wait on two persons, quietly and neatly, at a (pretended) dinner.

Show a knowledge of how to use, clean, and oil a sewing machine.

ELECTRICIAN. (A Streak of Lightning.)

Must make simple electro-magnet, repair broken electrical connections, have a knowledge of the method of rescue and resuscitation of persons suffering from shock, elementary knowledge of the action of simple battery cells and the working of electric bells.

EMBROIDERER. (Lace.)

A Guide must be able to embroider a patrol flag and emblem or an equivalent design, and do two of the following:—



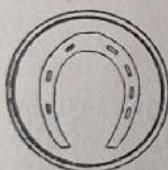
1. Iron off a Briggs pattern of scalloping on flannel with a simple design and scallop it.
2. Design and work a piece of English embroidery on linen.
3. Make a design for the top of a pinafore or frock and embroider it in colours.
4. Make an article in cotton lace, cotton crochet or drawn thread.

ENTERTAINER. (A Mask.)

Must be able to entertain an audience for at least 15 minutes with a varied programme from the following:—Recitations, songs, playing piano, banjo, penny-whistle or mouth-organ, conjuring tricks, character sketches, stories, skirt dancing, Scotch reels, &c.

FIRE BRIGADE. (Flames of Fire.)

Knowledge of how to give the alarm of fire; use of extinguishers; joining up hose; use of shutes; improvising ropes; how to hold jumping-mats; bucket-passing, full and empty; dragging insensible person (may be shown with any load).

FRIEND TO ANIMALS. (A Horseshoe.)

Must have a general knowledge of the anatomy of at least one domestic and one farm animal, and be able to describe treatment and symptoms of wounds, fractures and sprains, exhaustion, choking, lameness, and skin diseases; and have kept a pet for at least six months.

(Barton's small veterinary book recommended, price 6d., from Headquarters.)

GARDENER. (A Flowering Plant.)

Must know the names of 12 common plants pointed out.

Be able to dig and trench; recognise weeds. Know the use of the rake, hoe and spade.

Understand the sowing of seeds and the thinning and pricking out of seedlings.

Must plant and grow successfully six kinds of vegetables or flowers and know the soils suitable for their growth.

The Captain or some efficient overseer should watch and report on the work and care given to the plants during six months prior to the examination.

The Guide must be able to arrange flowers for table decoration.



BADGES AND DECORATIONS.

GEOLOGIST. (A Pick and Shovel.)

Must have a general knowledge of the various periods in the formation of the Earth's crust, and know which are the water-bearing rocks.

Understand what is meant by stratification dip, and faults.

Be able to identify:—



Twenty different minerals in their natural state.

Twenty different fossils, and know to what period they belong.

Collect six different specimens of minerals or rocks, or six fossils.

GYMNAST (Dumb-bells.)

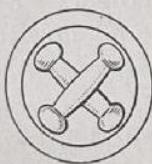
Must perform one of the tables of physical exercises in the "Syllabus of Physical Exercises for Public and Elementary Schools."

Price 9d.

Must jump 3 ft. high, and 5 ft. long, without a spring-board.

Must be able to instruct in Company Drill.

Must show proficiency in two of the following:—



Climbing a rope or pole at least 15 ft. high.

Pole jumping.

Rack climbing.

Vaulting a bar.

Selected exercises with Clubs, or Wands.

Ju-Jitsu.

For younger Guides.—Eliminate the pole jump, lower the high jump to 2 ft. 6 in., lower the long jump to 4 ft., lower the rope climb to 10 ft.

HANDYWOMAN. (A Hammer and Paintbrush.)

Must have obtained the following badges:—

Needlewoman, Cook, Laundress.

Must also pass ten of the following tests:



1. Work a sewing machine (treadle or hand) and understand cleaning, putting in needle, oiling and use of general accessories.
2. Repair neatly a torn lace curtain.
3. Retape Venetian blinds, renew spring roller blind, or mend and replace repaired blind on existing roller.

4. Repair two pieces of china.
5. Lay a carpet.
6. Put washers on ball and other taps.
7. Sharpen knives on grindstone, whetstone or hone.
8. Hang pictures and curtains.
9. Do up a parcel neatly.
10. Replace gas mantles or electric light bulbs, or understand the cleaning, trimming, and filling of a lamp.
11. Take off, clean and replace the door handle.
12. Cover a hassock or armchair.
13. Make a baby's cot out of a plain box or lined pilgrim basket.
14. Mend a coal box or bucket with a hole in it.
15. Paint a hot water can, or enamel the inside of a foot bath.
16. Paper a small room.
17. Put a pane of glass into a window.
18. Clean and stain a floor.
19. Whitewash a ceiling or distemper a wall.
20. Put in an electric bell.

HORSEWOMAN. (A Spur.)



Must be able to ride, drive, and groom a horse.
 Know principal causes of, how to detect and how to remedy, lameness and sore back.
 Know when to give food and drink.
 Understand care of stables, harness and saddle.
 Know lighting-up time.

HOUSEKEEPER. (Crossed Keys.)



Draw up a statement of detailed expenditure for a week, with an exact account of meals provided.
 (Particulars of wage and family to be given by examiner.)

Give satisfactory evidence of the knowledge of practical housekeeping, including purchase and storage of food, cleaning and ventilation, and keeping of simple accounts. Care and storage of linen, blankets, and furs.

INTERPRETER. (Clasped Hands.)



A Guide must show such knowledge of a language as will enable her to act as an interpreter to a foreigner knowing no English, must write a simple letter on a subject given by examiner, read and translate a passage from a book or newspaper, in either Esperanto or any language that is not that of her own country.

BADGES AND DECORATIONS.

KNITTER. (A Ball of Wool and Knitting Needles.)

Must bring one pair of socks or stockings (with heel) knitted entirely by herself.

Bring one other useful garment knitted or crocheted by herself.

Under 14 years the "useful garment" may be a cap, hood, pair of mittens with thumbs, pair of baby's boots, or bedroom slippers (or something equivalent).



Above 14 years the "useful garment" should be a jersey, pair of knickers, sports coat, child's jacket, petticoat or pair of gloves (or something equivalent).

Show ability to follow printed knitted directions.

LANDWORKER. (A Sickle.)

1. Have seen four of the following implements in use and be able to explain their purpose:—Plough, harrows, Cambridge roller, hay or corn cutter, horsehoe, chaff cutter.

2. Be able to harness and lead a quiet horse or pony.

3. Be able to harrow (bush or light chain) a grass field (about 2 acres) without assistance;

or



Be able to single root crops and plant seed potatoes.

4. Have fed two pigs *or* two calves *or* a pony for a week, and understand how to keep them clean;

or

Have helped to make a field of hay (not less than 2 acres), and be able to explain how it is done.

LAUNDRESS. (An Iron.)

Must wash and finish and bring to examination:—

(a) A white cotton garment.

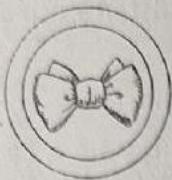
(b) A coloured cotton garment.

(c) A woollen garment or a pair of stockings.

(d) A silk blouse.



Must be able to describe the routine of washing day, remove stains, and make boiling water starch.

MILLINER. (A Bow of Ribbon.)

Must be able to make hat shapes, trim hats, and make bows.

MUSICIAN. (A Harp.)

Must play a March correctly, and with sufficiently good rhythm and time for her Company to march to it.



Must play the National Anthem from memory or ear.

Read simple music at sight.

These tests must be carried out on the piano, harmonium, organ, or any instrument employed in Military or Orchestral bands, excluding instruments of percussion and toy instruments;

or alternatively

A Guide must either—

Sing a song and play her own accompaniment, or sing a song from memory, accompanied by someone else; and must either sing from sight or sustain the alto part in a part-song already learnt.

NATURALIST. (The Sun.)

Must keep a Nature study diary for a month, and do one of the following:—

(a) Must take a series of six photographs of wild animals or birds from life, have a general knowledge of their lives and habits, and know the times when protection is necessary;



or

(b) Make a collection of 60 species of wild flowers, ferns and grasses, dried and mounted. Each specimen to be given its simple name and where and when found. Be able to recognise 10 common trees from pictures or leaves;

or

(c) Be able to name 60 different animals, insects, reptiles or birds in a museum or zoological garden or from unnamed coloured plates. Give particulars of lives, habits and appearance of 20 of them;

or

(d) Must make coloured drawings of 20 flowers, ferns or grasses from life, or 12 sketches from life of animals and birds. Original studies as well as the finished pictures to be submitted.

NEEDLEWOMAN. (Scissors.)

Must show a knowledge of cutting out simple garments in cotton and woollen materials from pattern given at examination.

Patching in various materials and darning stockings. Must make entirely by herself and bring to examination:—



(a) A blouse or baby's frock. Only one of these may
(b) A pair of knickers. be made by machine.

At the examination must make buttonholes and set gathers into a band.

PATHFINDER. (A Pointing Hand.) Must:—

(a) Have an intimate knowledge of the locality round her headquarters, including fire and police stations, general hospitals, post, telegraph and telephone offices, railway, omnibus and tram routes, the principal (not exceeding six) doctors, factories, job masters, livery stables, motor garages, cycle repairers; and, in country only, estates and farms with their approximate acreage and nature, turncocks and blacksmiths; or, in town only, the principal food and provision merchants and cab ranks.

(Note.—The area over which the above intimate knowledge will be required is a two-mile radius from the Company headquarters in country or towns up to 20,000 inhabitants; one mile in towns between 20,000 and 500,000; half a mile in towns over 500,000. The Commissioner may at her discretion vary the area to exclude undesirable neighbourhoods, parks or other open spaces, and include an equivalent area);

(b) Have a general knowledge of the district so as to be able to guide strangers by day or night within a five-mile radius, and give them general directions as to how to get to the principal suburbs, districts or towns within a 25-mile radius;



(c) Have some knowledge of the history of the place and any buildings of historical interest.

PHOTOGRAPHER. (A Camera.)

Must be able to take, develop, and print:—



Three interiors.

Three portraits.

Three landscapes.

Three instantaneous action photographs.

The use of developing tanks is prohibited in this test.

PIONEER. (An Axe and Pick.)

Show knowledge of how to choose and prepare a camp site with suitable sanitary arrangements.



Build a hut or shelter for three occupants. (May be a model built to scale.)

Make a camp kitchen with trench and chimney.

Chop firewood neatly.

Erect a tripod and build a small model bridge.

POULTRY FARMER. (A Cock's Head.)



A Guide must have had entire charge of a few hens for at least one year. She should know the dimensions and be able to draw the plan of a poultry house for any given number of birds.

Be able to answer questions on the utility points of six different breeds.

Thoroughly understand the rearing of chickens and ducklings, period of incubation, and fattening for market. Be able to discuss the pros and cons of the intensive system.

Give details of feeding; should know how to handle and cure a broody hen, and a few simple remedies for ordinary vices and diseases.

Should show yearly accounts.

RIFLE SHOT. (Crossed Rifles.)

Pass tests in rifle shooting on a miniature range.

With 20 rounds, 80 points out of a possible 100 points at either 200 yards, 500 yards, or 600 yards, National Rifle Association Targets (Bull or Figure) reduced to 15 yards, 20 yards, or 25 yards. Or,



With 10 rounds, 80 points out of a possible 100 points at either a 15-yards, 20-yards, or 25-yards N.R.A. or S.M.R.C. decimal target.

The rifle used may be any single loading rifle taking ammunition not larger than .230, or an air gun taking ammunition not larger than .250.

If a miniature or air gun is used, the position of the centre of the shot-hole will determine the value of the shot.

In all cases "any" position is allowed.

Judging Distance—

Must judge distance on unknown ground (five trials up to 300 yards, five between 300 and 600 yards); average error on ten trials not to be more than 25 per cent.

SCRIBE.

Show good hand writing and figures.

Be able to write such letters as:—



- (a) A letter to the Captain on a definite subject such as absence from parade.
- (b) An order to a shop enclosing a P.O.
- (c) An acceptance of an invitation.

Should have kept accounts of personal expenditure for at least one month and bring to examination.

Summarise a statement or narrative in less than one-third of the words used.

SICK NURSE (Annual.) (A White Cross on a Red Ground.)

Answer questions on:—

Preparation of sick room, ventilation, and heating.

Preparation of bed for patient, changing sheets, and prevention of bedsores. Use of room and clinical thermometers. Pulse and respiration. Washing and dressing a patient.



Germs of disease: their growth and prevention.

Symptoms of measles, chicken-pox, whooping-cough, mumps and influenza, and the symptoms and early treatment of consumption.

Administration of medicines and the external application of remedies.

Treatment with heat and cold, including poultices and fomentations.

Feeding in sickness and convalescence.

Show proficiency in roller bandaging.

SIGNALLER. (Crossed Signalling Flags.)

A Guide must read and send a message of 50 letters or blocks on semaphore flags in 2.30 minutes (rate 4 words a minute) and on Morse Flags,



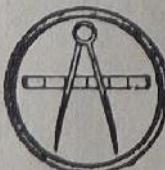
Buzzer or Tapper, and Lamp, in 3.20 minutes (rate 3 words a minute).

She must know the long numerals and check letters, "Full stop," "End of message," "Message read correctly."

N.B.—Marks should be given for correct style and angles.

SURVEYOR. (A Compass and Ruler.)

Must map correctly, from the country itself, the main features of three-quarters of a mile of road with 200 yards each side, to a scale of 2 ft. to the mile. Afterwards redraw the same from memory.



Measure the heights of a tree, telegraph pole and church steeple, describing method employed.

Measure width of river and the distance apart of two objects a known distance away and unapproachable.

Be able to measure a gradient.

Understand what is meant by H.E., V.I., and Contours, conventional signs of ordnance surveys, scales, and the R.F.

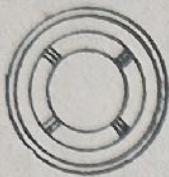
SWIMMER.

Swim 200 yards.

Or alternatively:—

Swim 50 yards in clothes, including skirt and boots.

Demonstrate:—



- (a) Artificial Respiration.
- (b) Diving, either from a height or from the surface of the water.
- (c) Flinging a life line.
- (d) Putting on a life-buoy in the water.
- (e) Four methods of rescuing the drowning.

THRIFT. (A Bee.)

A Guide must have at least one War Savings Certificate (15s. 6d.), up to 14 years of age, two up to 15, and three up to 16.



The principle is that the money should be genuinely saved by the Guide out of her earnings or pocket money.

ADVANCED TESTS FOR SENIOR GUIDES.

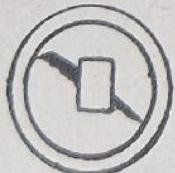
Most of these badges have red or purple borders.

CLERK.

Show good handwriting, handprinting and figures.

Be able to use typewriting machine or write in shorthand from dictation at a rate of 20 words a minute as minimum.

Be able to write simple business letters, such as:—



- (a) An order to a shop enclosing p.o.
- (b) An application for a post.
- (c) An acknowledgment of money received.
- (d) Summarise a statement or narrative in less than one-third of the words used.

Should have kept accounts of personal expenditure for at least one month and bring to examination.

Should know how to write and cash a cheque and the meaning of the following terms:—

Bankrupt.
Solvent.
Interest.
Discount.

Invoice.
Balance.
Crossed Cheque.
Statement of Accounts.

Should know how to address people of rank.

DRESS MAKER.—Badge as Needlewoman, with red border.

Must hold the Needlewoman's Badge.

Must cut out and make entirely by herself either

- (a) A complete Girl Guide's Uniform, or
- (b) A complete set of clothes for a child of six months.

Show a knowledge of how to use, clean, and oil a sewing machine. Take a paper pattern from a made-up garment.

FARMER.—(Badge as Landworker, with Red Border.)

1. Have taken the Landworker's test.
2. Be able to recognise and name ten principal field crops grown in this country and know their rotation.
3. Understand the entire process of cultivation of some *one* crop from seed to harvest.
4. Have some knowledge of the commoner weeds and pests, with methods of extermination.
5. Be able to take entire charge of horse or pony and use in light cart, wagon, horse rake and roller;

or

Be able to work a small oil engine or farm motor.

6. Know how to manage and rear ponies *or* cattle *or* pigs *or* sheep;

or

Have a general practical knowledge of haymaking—all processes and proper conditions for carrying out.

FINISHER.—(Badge as "Laundress," with Red Border.)

Must have obtained the Laundry test.

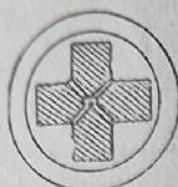
Must be able to make cold-water starch.

Get up a stiff linen collar.

Wash and finish the following :—

- (a) A fine muslin article.
- (b) A lace article (nothing smaller than an 8-inch wide collar).
- (c) Table linen (nothing smaller than a tablecloth one yard square).

(During the war alternative equivalents for starching permitted).

FIRST AIDER. — (Badge Red Cross, with Purple Border.)

Must hold the Ambulance Badge.

Know the bones, arteries and principal veins by their Latin names.

Know the position of the principal organs.

Elementary knowledge of the Digestive, Lymphatic, Nervous and Respiratory systems.

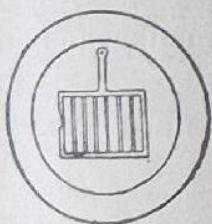
Know the evils attendant on an excessive use of alcohol.

Know the symptoms and differentiate between Concussion, Compression and Alcoholic Poisoning.

Know symptoms and treatment of poisoning by Corrosive Acids and Alkalies, Non-corrosive Irritants, Narcotics, Convulsants, etc.

Know signs and treatment of Apcplexy, Epilepsy, Sunstroke, Convulsions in Children, Asphyxia and Shock from Electricity or Lightning.

Be able to instruct in Triangular Bandaging, giving reasons for method employed, and to take a squad of six bearers in stretcher drill.

FIRST-CLASS COOK. — (Badge as for Cook, with Red Border.)

Must hold the Cook's Badge.

Must have a practical knowledge of how to roast, grill, boil, stew and fry meat, and to boil and fry fish, and make suet, milk, and bread puddings.

Or, as a vegetarian, equivalent to the above. Must have a practical knowledge of how to cook the following dishes:—

- (a) A nut roast.
- (b) Boiled rice (served dry) and purée of lentils.
- (c) Potato cakes or fruit fritters.
- (d) Maccaroni and cheese and vegetable pie.

Should know how to use up scraps, and how to cook vegetables, green, root and dried.

At the examination she must answer questions on the cooking done at home, and bring with her specimens of three dishes cooked entirely by herself.

Must have a thorough knowledge of food values and give a schedule of well-balanced vegetable meals for meatless days.

FIRST-CLASS SIGNALLER.

A Guide must read and send a message of 100 letters on:—

1. Semaphore Flags in 4 minutes (5 words a minute).
2. Buzzer in 4 minutes (5 words a minute).
3. Morse Flags in 5 minutes (4 words a minute).
4. Lamp in 5 minutes (4 words a minute).

Each message must include number of words, address to, text, address from and time.

Must also know the long numerals, check letters and code time, brackets, underline, inverted commas, block capitals, full stop, decimal point. Also the following station signals: "Calling up," "Are you ready?" "Wait," "Go on or spell out," "End of message," "Message read correctly," and "Break."

N.B.—Marks should be given for correct style and angles.

MILKMAID.—(Badge as for Dairymaid, with Red Border).

1. Have passed Test A.
2. Have some knowledge of the component parts of milk and be able to judge a good sample.
3. Be able to milk four cows consecutively and keep milk records correctly.
4. Understand the feeding and general management of cows in summer and winter.

Be able to bed down and keep the byre clean. Also understand how to lime-wash with brush or spray

or

Understand the rearing of calves and young stock up to a year old, and have had at least a month's practical experience.

MOTORIST.

Must be able to drive, start and stop a car; fill up the oil, petrol and water tanks; flood the carburettor; take out and replace the sparking plug, and adjust the brakes.

Put on a Stepney or detachable wheel, and have a general idea of the working of the engine; clean the car.

Know the rules of the road and how to read the maps.

BADGES AND DECORATIONS.

NURSE (Badge as for Child Nurse, with a Red Border).

Must have obtained the Child Nurse Badge.

Must have a thorough knowledge of:—

How to bathe and dress a baby.

Feeding at different ages.

Rules to regulate action of bowels and bladder.

Prevention and cure of parasitic conditions.

Treatment of minor accidents, such as cuts, bruises, gravel rash, and stings.

Treatment of Constipation, Summer Diarrhoea, Croup and Convulsions.

How to take baby's temperatures and pulse.

Describe infants' day in Summer or Winter.

Know how to teach Nursery Rhymes.

Rules of fresh air, exercise and rest for infants and children.

Prepare at examination one of the following:—Barley Water, Albumen Water, Bottle for Baby of any given age, Linseed Poultice.

Must bring to examination a specimen of a patch in a pair of knickers, a darn in a stocking, and a baby's napkin (washed). All of these the Guide must do at home entirely by herself.

PROBATIONER.

Must hold the Sick Nurse Badge and the Domestic Science Badge.



Badge as for Sick Nurse, with Purple Border.

Know the composition of inhaled and exhaled air, the cubic space required for the proper nursing of the sick, and the danger of overcrowding.

Know the best methods of house sanitation and the dangers of faulty drainage.

Know how eyes, teeth, ears and hair of patient should be cared for.

Know how to prepare most of the diets commonly ordered for invalids, and have an elementary knowledge of food values.

Know how to sterilize instruments and disinfect linen and furniture, &c.

Know about 12 surgical instruments and appliances in common use.

Know the incubation period and the early stages and the necessary period of isolation for measles, chickenpox, whooping cough, mumps, influenza, scarlet fever, diphtheria, smallpox and typhoid fever.

Know how to use a triangular and a many-tailed bandage and be able to instruct in roller bandaging.

TELEGRAPHIST.



Understand simple (Leclanché) Batteries, and be able to connect up an instrument for telegraphing and to read and send Morse code messages with tapper at a rate of 30 letters a minute.

TEXTILE WORKER'S BADGE.



Must have a general knowledge of the names and natures of the raw materials used in spinning and weaving; where they are grown and obtained; and the names and natures of the finished products made from the raw materials.

She must understand and describe the different processes by which the raw material becomes finished product, and have a detailed practical knowledge of at least one particular branch of the textile industry, such as spinning, weaving or finishing.

THRIFT BADGE (with Red Border).



A Senior Guide must have 5 War Savings Certificates to qualify for the badge.

The principle is that the money should be genuinely saved out of the Guide's own earnings or pocket money.

FURTHER BADGES for Senior Guides will be issued shortly in a separate Pamphlet.

BADGES AND DECORATIONS.

50.—SPECIAL AWARDS.

SILVER FISH.

The Silver Fish is only awarded from Headquarters, on the recommendation of the County Commissioner for some very special Service to the Movement. Application to be made without the knowledge of the recipient.

NURSE CAVELL BADGE.

To obtain the Nurse Cavell Badge a Guide must have shown either special pluck in saving life self-sacrifice in work for others, endurance of suffering, or calmness in danger.

These attributes would serve on the merits of the case as equivalent to some of the following tests:—

For GUIDES.

Ambulance.
Sick Nurse.
Cook.
Laundress.
Needlewoman.
Scribe.
Signaller.
Housekeeper.
Pioneer.
Child Nurse or Interpreter.
Carpenter.
Handywoman.

For SENIOR GUIDES.

First Aid.
Probationer.
First Class Cook.
Finisher.
Dressmaker.
Clerk.
First Class Signaller.
Housekeeper.
Pioneer.
Child Nurse or Interpreter.
Carpenter.
Handywoman.

The personal character of the Guide as testified to by the Captain, or ascertained by the Headquarters Committee, will be an important factor in the awarding of this Badge, and a recommendation from the employer or school authorities as to punctuality, energy in work, and steadfastness of purpose, will also be required.

Applications will be considered by a Special Committee at Headquarters.

N.B.—This Badge is originated as a Memorial to Nurse Cavell with a view to encouraging her special qualities among the Guides.

NURSING SISTER (Red Cross Armlet).

Awarded to a 1st Class Guide, who has obtained the following badges—

Sick Nurse.
Housekeeper.
Domestic Service.

Child Nurse.
Laundress.

ALL ROUND CORDS.

Can be worn by any Guide having passed the 1st Class and any other seven tests, in addition to the three included in the 1st Class.

IV.—MISCELLANEOUS RULES.

51. AGE LIMIT.

The limits of age for enrolment of girls are as follows: Brownies, 8-11; Guides, 11-16; Senior Guides, over 16.

This regulation does not imply that a Guide when she reaches the age of 16 must leave her Company.

52. BANDS.

Bands, except for indoors orchestral playing, have a tendency to encourage display and thus to bring discredit on the movement.

String bands are recommended as being more educative and of greater use in giving concerts and entertainments.

Guides are not allowed to carry drums.

53. BEGGING.

Guides are not allowed to solicit money either for the Company funds or any other purpose. They should be taught to earn what they want, and not to lower themselves and the movement by begging or touting.

They are not allowed to sell in the streets for flag or flower days, owing to the moral as well as physical objections.

54. BOATING AND BATHING.

No Guide shall take part in any boat training until she can swim 50 yds.

Bathing will only be permitted *under strict supervision*, to prevent non-swimmers getting into dangerous water.

A picquet of two good swimmers should be on duty in bathing dress and with overcoats on, in a boat or on shore as the circumstances may demand, ready to help any girl in distress. The picquet itself may not bathe until the others have left the water. This rule cannot be too rigidly adhered to. Its observance has already saved several lives, and has also exonerated officers from the charge of want of care.

55. BOY SCOUTS.

The Headquarters Executive is in sympathy with the objects of the Boy Scouts, but would remind all Commissioners and Captains that the Boy Scouts are an entirely separate Organisation under separate management, and it has been found by experience that it is undesirable that Girl Guides and Boy Scouts should be trained together.

But application may be made to the Local Association or Commissioner for permission for joint recreation of Guides and Scouts. Where their Committee is satisfied that this will take place under proper supervision, permission may be granted.

56. PUBLIC PARADES.

Combined Public Parades of Companies are not allowed without special permission from the Commissioner, and, in the case of Church Parades, under no circumstances should Captains insist upon Guides attending places of worship other than those of their own denomination.

57. COURT OF HONOUR.

The Court of Honour is a Committee formed within the Company itself for purposes of jurisdiction and administration.

It should meet, whenever possible, prior to every Company meeting. Even a meeting of five minutes is better than nothing.

The Captain as a general rule takes the chair at these meetings. Patrol Leaders are members ex-officio. Seconds may be elected members.

For details see "Patrol System for Girl Guides." Price 6d. from Headquarters.

58. LONE GUIDES.

Where there are one or more girls anxious to carry out Guide ideals, but where facilities do not exist for forming a Local Association or a Company, such girls can be registered and recognised as Lone Guides.

If there are more than two of them they can form themselves into a Lone Patrol under their own Leader.

The Leader should correspond direct with the District Commissioner or Secretary, whose address she can ascertain by writing to Headquarters, 76, Victoria Street.

The Leader should report frequently to the District Commissioner as to what Guide work, practices, or good turns have been carried out.

The Commissioner, or an officer appointed by her for the purpose, will keep a register of such Patrols or Lone Guides, and will do her best to encourage them in acting up to our ideals and in winning badges.

When Lone Guides come for a time to a place where a Guide Company exists they should be received as temporary members of that Company.

59. MOURNING.

Official mourning for Guides in uniform is a 1-in. crepe band to be worn round bottom of the crown of the hat; for Officers, a 3-in. crepe band to be worn on the left arm above the elbow.

60. GUIDES' SALUTE.

Full Salute with right hand to hat. Three fingers upright, thumb and little finger bent and touching.

Half Salute the same, with the hand raised only as high as the shoulder.

The three fingers held up remind the Guide of her threefold promises.

When a Guide meets another for the first time in the day, whether she is a comrade or a stranger, she salutes with the half salute. She shakes hands with the left hand. Whilst shaking hands with the left, keep the right at salute.

Guides do not salute the military or police.

Girls who are not enrolled are not allowed to salute.



When the National Anthem is played in church, the Guide will stand strictly at attention, but will not salute; on other occasions, if in uniform, she will stand at the salute; if not in uniform, at attention.

The salute of a Boy Scout should always be returned by a Guide.

If a stranger makes the Guides' sign, it should be acknowledged at once by making the sign back to her, and then by shaking hands with the LEFT HAND. If she then shows her Guide's badge, or proves that she is a Guide, she must be treated as a sister Guide, and helped in every possible way.

When marching in Company or Patrol formation, Guides do not salute with the hand. When passing other Companies or Superior Officers, the Officer or Patrol Leader in Charge alone will salute, and will at the same time give her Company or Patrol the "eyes right" or "left," as the case may be. Having passed the Officer or Company to be saluted, the Officer or Patrol Leader in charge will give the "eyes front."

61. PUBLICATIONS.

"Girl Guiding," by Sir Robert Baden-Powell, is the official handbook of the Guides, and can be obtained at Headquarters. Price 1/3, postage 4d.

Amendments to the Handbook, and to these Rules and other Official announcements, are published monthly in the "Girl Guides' Gazette," obtainable from Headquarters, post free, for 3½d. a copy, or for an annual subscription of 3s. 6d.

62. FORMS ISSUED BY THE HEAD OFFICE.

APPLICATION FORMS.

Application Forms for Registration of Cadet Corps.

a Company.

Committee.

Officers' Warrants.

Gallantry Awards.

Nurse Cavell Badge.

Transfer to another Company.

CERTIFICATES.

Warrants for a Commissioner.

“ “ a Captain.

“ “ a Lieutenant or Brown Owl.

Registration Certificates for a Cadet Corps.

“ “ “ a Company.

“ “ “ a Committee.

“ “ “ a Brownie Pack.

Registration Cards for Guides.

Diplomas for an Instructor of Guiders.

“ “ a Captain.

“ “ an Instructor of Cadets or Guiders.

Leaving Certificates for a Cadet.

“ “ “ a Guide.

Proficiency Badge Certificates.

VI.—CADET CORPS.

It is hoped that a Cadet Corps will be formed in each great school where there is a Guide Company (as in Rule 6), or college, in order to further the study of Sociology and to practise the various games and activities, as well as the ideals and discipline of the Girl Guides, with a view to their becoming Guiders later on if possible.

The following is a brief outline of the way in which they are worked :—

63. Organisation.

Patrol of six or eight girls under a selected Leader. Two Patrols form a half Company, under a Lieutenant. More than three Patrols form a Company, under a Captain.

64. Uniform.

The gym. uniform of the School, with Girl Guide's badge.

Where no school uniform exists, that of the Girl Guides may be adopted. As they qualify in the various activities, badges are awarded to the Cadets; these they wear on their games tunic if the gym. uniform is worn, or on the sleeve if Guide uniform is worn.

DISTINGUISHING MARK.—White hatband.

65. Registration.

Before Cadet Corps can be registered at Headquarters the following conditions must be fulfilled :—

1. Every member must be at least sixteen years of age and a Second Class Guide.
2. Every member must promise on her honour to do her best to extend the Girl Guide movement after she has received her Leaving Certificate.
3. The proposed Corps must be inspected by a Girl Guide Commissioner before it can be registered.

66. ADMINISTRATION.

Adopt the Guide Promise and Law for their own practice and guidance. (See Guide Handbook.)

A "Court of Honour" is formed of the Patrol Leaders and their Seconds for administering internal affairs of the Company.

Weekly subjects are arranged for practice, demonstration, or discussion. At the latter any member present may be called upon to give explanatory address.

Certain days assigned to practise drill, signalling, and other activities, or for walking tours, field competitions, etc.

As they qualify in the various activities, badges are awarded to Cadets as to Guides, but on a higher standard of proficiency and with the additional test of their being able to train others in the subjects taken up.

Where it is possible (and in some cases schools are already doing this) the Corps can connect itself with some poor Company of Guides in a neighbouring town, and assist it with funds or take turns in visiting or helping it, or give it an annual outing in camp or in the school grounds, etc.

67. CADET CERTIFICATES.

Each Cadet on leaving her Company is provided with a Leaving Certificate of efficiency, which should be filled in and signed by the Captain of the Cadet Company.

Cadets should be clearly acquainted with the scheme of organisation of the Guide Movement, the formation of Local Associations, and should have read the "Patrol System."

N.B.—The above notes apply more especially to schools, but it is equally possible for Cadet Corps to be raised among members of women's societies, or elsewhere, on similar principles.

VII.—GUIDERS' TRAINING SCHOOLS.

68. ORGANISATION.

There will be training schools established in five centres in the British Isles:—

1. North England.
2. South East England.
3. North East England and Wales.
4. Scotland.
5. Ireland.

Each will be under the direction of a Commandant.

69. PRINCIPLES.

The principles and subjects of training generally will be the same for all, varying in detail as may be found desirable locally.

70. DIPLOMAS.

Diplomas will be awarded to those who pass an examination at the end of the course in three grades.

1. As an Instructor of Guiders.
2. As a Captain.
3. As an Instructor.

A First Class Guide who wishes to obtain a Diploma as an Instructor of Guiders must be able to train Guiders for their Second Class Tests. She must also be able to train them in four of the following subjects:—

Signalling.	Elementary First Aid.
Tracking.	Elementary Surveying.
Natural History.	Camp Cooking.
Company Drill.	Pathfinder.
Elementary Hygiene.	Swimming.
Child Nurse.	Dancing.
Housekeeper.	Artist.
Games.	Musician.

She must spend a week at a Camp or Training School (or must attend a Guiders' Training Class for at least ten weeks), under the direction of a Commandant; or satisfy the Head of the Educational Department that she has equivalent qualifications.

She must satisfy the Commandant that she has practical experience of the carrying out in detail of Guide Training—for example, a typical Guide Evening, Enrolment, Court of Honour.

She must have a good knowledge of the new Handbook "Girl Guiding," the "Book of Rules, Policy and Organisation," "Patrol System for Girls" and "Training Girls as Guides."

She must be able to speak on a given subject (it is immaterial if it is prepared or unprepared) for five minutes in a clear and interesting way to the satisfaction of the Commandant.

The Commandant must be satisfied from personal knowledge that she really understands the Guide spirit.

She must pass a written examination to the satisfaction of her Commandant and the Head of the Educational Department on the following subjects:—

The need of training for women, and the higher aims of the Guide Movement; the Guides' Organisation and Company Administration; The Psychology of the Girl.

If she does not obtain the standard of an Instructor of Guiders she may receive a Diploma as Captain, or Instructor of Guides or Cadets.

For the present diplomas will be granted only at Guiders' Training Classes, Schools or Camps which are conducted by Guiders specially appointed by the Girl Guides' Executive.

71. STUDY CIRCLES.

Study Circles for Guiders can afterwards be arranged by diploma'd Guiders in their own neighbourhoods, such Guiders having first obtained a written authorisation from Commandant of the Training School in whose area they are working.

72. TRAINING OF GUIDERS.

No Training weeks, Camps or Classes for Guiders may be organised by other than a Guider holding a diploma as a Trainer of Guiders, unless special permission has first been obtained from the Commandant of the school in whose area they are working.

73. UNIFORM.

Members of the G.T.S. wear the official uniform of their rank. With the diploma a distinguishing badge will be issued, which may be worn upon the Guide uniform.

