

The following are some protocol guidelines which have been developed to assist you with your arrangements when inviting the State Team to an event / function.

The State Team comprises: The State Commissioner and the Assistant State Commissioners.

1. Invitation

The invitation should be sent to Guide Centre with a minimum of six weeks lead time (more is preferable) to give as much notice as possible.

2. The Event

The State Commissioner / Assistant State Commissioner(s) should be given the opportunity to speak at the event.

If a formal speech is wanted, the request should be sent in with the invitation including the topic and length of speech.

If presentations are being made eg BP Award to a girl, Long Service Award to an adult, the State Commissioner / Assistant State Commissioner(s) should be asked to participate in this presentation ceremony.

If badges are to be presented to girls, then there should be a diagram to show where to put the badges if they are to be pinned on.

If there is any background information on the recipients, which could be included in the speech, it would be good to send this through prior to the event.

3. Car Parking

A car parking space should be reserved for the visitor(s) and clearly marked so they know it is for them.

4. Payment

If an invitation is issued to an event where others are paying eg a dinner, it is usual for the State Commissioner / Assistant State Commissioner(s) not to pay. This should be made clear on the invitation.

5. Arrival / Hosting

A person should be designated to look after the guests and stay with them throughout the function.

This person should meet the guests when they first arrive and introduce them to others at the event.

They should also ensure the guests are offered tea/coffee if appropriate and that water is available if they are speaking.

6. Accommodation

If the Team is invited for an evening function which is some distance from their home, then they may need accommodation. They are happy to book a motel and stay there at GGV's expense. This can be done in negotiation with the Team to establish what is appropriate and available.

7. Introductions

The host should always ensure they know the correct name of the guest, pronunciation of their name and their correct title so that they are introduced correctly.

8. Uniform

The Team should be informed beforehand the form of uniform to be worn to ensure they are in the same form of uniform as the attendees. This means if all leaders are wearing their white, striped shirts the Team should know this to wear theirs also. If all leaders are wearing the polo shirts then the Team should know to wear theirs also.

9. State Team Game

The State Team have a special game which they would love to play with as many members as possible. Each State Team member has their own badge which is given to each person who plays the game. The aim is to collect all four badges. The game takes about 15 minutes to play and can be played with any number of people.

10. Ceremonial / Flags / State Standard

The State Standard is a special Standard which 'belongs' to the State Commissioner and can only be used if the State Commissioner is present.

If the State Commissioner has been asked to bring the State Standard and it is to be processed in, there is protocol which dictates the order of the flags. The State Standard is a large and heavy flag and requires an older guide or adult to carry it, due to its weight. The State Commissioner and Assistant State Commissioners follow the State Standard in a procession.

The order for a Procession is:

Australian Flag
Government appointees eg Ministers
Victorian Flag
Local Government appointees eg Mayor
World Flag
President of Girl Guides Victoria
State Standard
State Commissioner and Assistant State Commissioners