

**C5 – ADMISSION FORM**

**This form must be completed in respect of all girls wishing to join the Organisation.**

**The form must be kept by the Adult Leader and must be updated annually.**

**Form must be initialised by Leader & legal Guardian**

**2 pages**

**PLEASE PRINT CLEARLY**

I, (full name and surname)			
of (home address)			
		Postal Code	
being the Legal guardian of (child's full name) :			
hereby make formal application for her to be admitted as a member of GIRL GUIDES South Africa (GGSA).			
I understand that the programme is an active one which includes the opportunities of service, outdoors and fun.			
I undertake to provide the child with the required uniform and membership fee and ensure that she attends meetings regularly.			
While the child is a member of GIRL GUIDES South Africa, I request that she be allowed to participate in all the activities and related activities of GGSA. I further authorise the Adult Leader to act 'in loco parentis' during these activities and to give any consent required by hospital or medical authorities in respect of medical attention they may deem necessary. While I understand that due care will be taken at all times, I absolve GGSA and its Adult Leaders for any loss, damage or injury to her person or effects arising from any reason whatsoever during these and related activities.			
<b>I agree /do not agree**</b> to the use by the World Association of Girl Guides and Girls Scouts (WAGGGS) and/or GGSA of photographs of the child participating in Guiding activities. Such use is not limited geographically and (amongst other things) may include TV. Selection of the photography to be used shall be at the discretion of WAGGGS and/or GGSA.			
SIGNED:		SIGNED:	
	Legal guardian/duly authorised care-giver*		Witness (person outside the family)
Date		Name of witness	

**PERSONAL DETAILS OF CHILD**

SURNAME		NAMES	
HOME ADDRESS			
	POSTAL CODE		
POSTAL ADDRESS			
	POSTAL CODE		
DATE OF BIRTH		TELEPHONE No	
ANY SERIOUS DISABILITIES/ALLERGIES			
MEDICAL AID SCHEME		MEDICAL AID No	
MAIN MEMBER'S NAME:			
<b>NAME AND CONTACT NUMBER OF GP:</b>			

**CONTACT DETAILS OF LEGAL GUARDIAN /DULY AUTHORISED CARE-GIVER\***

NAME		RELATIONSHIP	
TELEPHONE HOME		TELEPHONE WORK	
CELL		E-MAIL	
<b>EMERGENCY CONTACT DETAILS OTHER THAN ABOVE</b>			
NAME _____		RELATIONSHIP _____	
Telephone		(home and work)	
Cell :		E-mail :	

**Kindly Note:**

It is our duty as GIRL GUIDES South Africa to ensure that members and/or their guardians are aware of the relevant policies in place, for the protection of our members, and the rights these policies enshrine. GIRL GUIDES South Africa also subscribes to South African legislation and international conventions to ensure the protection of children. Our policies comply with the directives as described therein

GIRL GUIDES South Africa works for women and children. It is therefore important that the personal information of these vulnerable members of society is protected and handled with caution and care. It is with this in mind that GIRL GUIDE South Africa has a Protection of Personal Information Policy (hereinafter referred to as the "POPI Policy"). The POPI policy is there to ensure the protection of the personal information of all members and volunteers, and to ensure that every person's Constitutional right to privacy is protected.

The POPI Policy will be made available to the public via the organisation's website. In addition, a hard copy thereof will be made available for perusal at regional offices.

GIRL GUIDES South Africa understands that you are sharing your personal information with us, and that the information we collect is of a sensitive nature.

This policy applies to all GIRL GUIDE South Africa activities, including meetings, camps, outdoor activities and trainings, whether regionally, nationally or internationally. In addition, this policy applies to international members and/or third parties participating in any GIRL GUIDE South Africa activities within the Republic of South Africa.

Personal information is collected to register you as a member of GIRL GUIDES South Africa, and to ensure that you receive all the benefits associated to this membership. Your personal information is additionally used to compile reports in terms of the GIRL GUIDES South Africa Constitution. Your personal information is further collected to ensure that GIRL GUIDES South Africa complies with all relevant legislation requiring such collection, and to ensure the safety and protection of the rights of its members and volunteers, through the collection of medical information, dietary requirements and religious information within the context of meetings, camps and other activities.

Your personal information is only retained for as long as it is required to achieve the purpose it was collected for, or, for as long as required by law. Once your personal information is no longer required, the information is destroyed to the extent that any understandable reconstruction thereof is not possible.

All essential adult leaders/volunteers will have access to your personal information and access to your personal information will vary given the circumstances. However, your personal information will not be shared with a third party with the exception of medical emergencies, and only to the extent that such disclosure is necessary.

The data subject has the right to have her personal information processed in accordance with the conditions for lawful processing of personal information.

Because GIRL GUIDES South Africa deals with marginalised members of society, photographs of members and volunteers fall under the definition of personal information in terms of this policy.

As such, each member/volunteer is entitled to limit the collection of their photograph for any purpose.

- ♣ This form must be kept only as long as it is required – if the form is updated, then it can be kept, if there is a new form, then the old one must be destroyed. Once the girl leaves the movement/moves up, the form must be destroyed.