



How do I apply for an International Event?

- 1 Download the relevant event information from the State or National Girl Guides websites. Check that you are eligible e.g. age, any specific experience or qualifications and note the closing date.
- 2 Note that the Victorian closing date for application will always be 3-4 weeks earlier than the National closing date as listed on the national website.
- 3 Remember that the airfare quote for the event is always an approximate value.
- 4 If you have any questions about the event, email the State International Manager international@guidesvic.org.au, giving your name, age and contact details: phone and postal address, Unit, District and Region details
- 5 Go to international.girlguides.org.au and create a login to begin your application. For your online application, your statements should be very precise. You do not need to complete your application in one sitting, so take your time, review your answers and **ensure you save regularly**.
- 6 Your photo should be <1mb. – see **Application Photo Guide** where you found this document.
- 7 Contact your District Manager (DM) and your Region Manager (RM) who will talk to you about your application and the event as the first stage of the selection process. You will need your District and Region to support your application.
- 8 Advise your Region International Co-ordinator (RIC) about your application and for any advice or help with your application statements if needed. If no RIC, talk to your District or Region Manager.
- 9 Choose your referees carefully, tell them what you are applying for and make sure they understand that they will be contacted personally. You need 2 referees for your application:
 - 1 referee who is a Guide member (usually your District or Region Manager).
 - 1 personal or professional referee - teachers/tutors/work supervisors - in fact anyone who knows you very well but is **NOT** a member of Girl Guides.
- 10 During all stages of the application process, you will need to show that you understand what you are applying for, that you have relevant skills and personal qualities plus demonstrate that you will be a good representative of Girl Guides and Australia.
- 11 When you click **SUBMIT**, your application sends an email to the State International Manager for their follow up. Note that applications will not submit if any answers, photos or statements are missing.

What happens then?

- 1 Your application is initially assessed by the State International Manager who will contact your referees.
- 2 The International Manager organises a panel to review your application before meeting with you. They may also seek supporting evidence from other sources as required.
- 3 Approved applications are then referred to the State Commissioner for her approval and then forwarded to the Australian International Committee who make the final selections from the applicants of all States on the evidence contained in the application statements, referee and interview reports.
- 4 You will then be notified by the National International Manager regarding your application by email.

Contact international@guidesvic.org.au if you have any problems.