



**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**



CAMPFIRE

Campfire Access for members/staff of Member Organisations (MOs) and Component Associations (CAs)

INFORMATION SHEET

ABOUT CAMPFIRE

What is the purpose of Campfire?

Campfire is the digital home of WAGGGS that supports a thriving, united and growing Girl Guide and Girl Scout Movement.

Campfire is an accessible, flexible, safe, and sustainable platform that meets the evolving needs of our growing movement. It is an effective component of the WAGGGS digital ecosystem. Its setup and development ensure it is fit for purpose and provides a quality user experience. It is easy to use and requires minimal technical knowledge to create content. A collaborative approach is adopted that allows the platform and its various spaces to be shaped strategically for greatest impact, harnessing our human resource model that relies on the contribution of volunteers.

Campfire fosters learning and connection across the movement. It is a place where members of the Global Team can connect, share, learn and collaborate. It enhances our offer to and understanding of our Member Organisations and acts as a global community hub. Member Organisations can share good practice and resources and contribute to building capacity that expands the impact of the movement. Thematic spaces are set up and facilitated to foster peer to peer capacity strengthening and collective learning.

Campfire connects the wider movement by expanding the reach and distribution of resources and tools to support quality programme delivery. Through engaging and interactive content and quality online international experiences, the platform provides both Campfire community members and visitors with a variety of digital activities that foster connection, sharing, learning and collaboration.

What is the difference between being a member of the Campfire Community and accessing Campfire as a public user/visitor?

A great deal of content on Campfire is publicly accessible, meaning visitors are not required to join the community to access the content. Such public content is aimed at a wide public audience, including Leaders of Girls. Generally, it will be of an informative nature or lead to activity packages and other documentation to download. Interactive and engaging learning content is also available for the public.

Campfire members have access to more content and can also join groups and communities of practice, complete courses, comment on content and interact with other members of the Campfire Community.

What can members of the Campfire community do or participate in?

Participants of WAGGGS global initiatives

- Participate in the global initiatives for which they are enrolled
- Explore selected resources shared by both WAGGGS and Member Organisations
- Complete courses developed by the WAGGGS Global Team

Members of the WAGGGS volunteers network

- All of the above AND
- Complete the mandatory online induction for global volunteers
- Apply for volunteering opportunities
- Engage in dedicated groups relating to their volunteer role

MO/CA Senior Leaders & Representatives

- All of the above AND
- Curate their own organisational space
- Sharing best practices tools and resources
- Exploring the resources, tools and best practices shared by both WAGGGS and other Member Organisations
- Engage in thematic groups and Communities of Practice (eg NFE, Fundraising, ICs, etc)
- Access all official communication from WAGGGS sent to MOs

MO/CA MEMBERS IN THE CAMPFIRE COMMUNITY

How many members/staff can an MO/CA request have access to the Campfire Community?

MOs/CAs can request approximately 6 (six) senior leaders from their organisation or association to have access to the Campfire community. This excludes members of the WAGGGS Volunteer Resource Pool, participants in WAGGGS initiatives and events that will use Campfire and members nominated to participate in communities of practice or other specialist groups or communities. Should your MO/CA require access for more than six members please email campfire@waggggs.org outlining the number you require, their roles within the MO/CA and the reason/s you believe that they will benefit from accessing Campfire.

How can our MO/CA add members/staff to the Campfire Community?

Please use the attached email template to request members/staff be granted access to the Campfire Community and send to campfire@waggggs.org. The email request should be sent by the senior leader or International Commissioner of the MO/CA. In the email please indicate whether or not the member/staff should be able to access all communications from WAGGGS, including the information sent via email to International Commissioners or other WAGGGS main contacts. The email should be sent to the Campfire Team along with the WAGGGS Regional Manager and the WAGGGS Regional Committee Contacts.

When can our MO/CA add members/staff to the Campfire Community?

Requests to add members/staff to the Campfire community can be made at any time through the year. We may sometimes send requests for community members for new communities of practice in specialist areas, but the request process will be the same.

Can members/staff join the Campfire Community without going through the MO/CA?

Before adding new members to Campfire, WAGGGS will have confirmed their participation in the activity, event or group for which they will be joining the Campfire community with the MO/CA. Each WAGGGS initiative or programme has their own process for confirming the participation of members with Member Organisations. To avoid the duplication of work and communication overload the Campfire Team does not check again with the Member Organisation before creating or approving the member's account on Campfire.

What happens after we submit a request for Campfire access?

The WAGGGS Campfire team will review the request ensuring it has been sent by the senior leader or International Commissioner and check to ensure the people listed in the request do not already have an account. If the request meets these requirements, we will create an account on the member's behalf and write to the member detailing how to access their account on Campfire. MO/CAs will be notified of who has been granted access to Campfire.

What happens if we need to withdraw Campfire community access from someone in our MO/CA?

If there are any issues regarding the conduct of a member, or their capacity to act as a positive ambassador for their MO/CA and the wider Girl Guide and Girl Scout Movement, please get in touch with us at campfire@waggs.org to discuss this. The Campfire team needs your support in ensuring the platform remains a safe space for all, particularly for those who are a part of the Campfire community.

How do you protect our member's personal data?

We use a fully GDPR compliant online platform and the personal information regarding all Campfire members is collected, stored and managed according to our data protection policy, which you can read on our website: <https://campfire.waggs.org/privacy>

How do we know who from our MO/CA has access to Campfire?

MOs/CAs can request a list from the Campfire Team by emailing campfire@waggs.org. The Campfire Team aim to provide this list to MOs/CAs on an annual basis for review.

What support and resources are available for those new to the Campfire community to learn to navigate and use the platform?

Each new Campfire community member will receive an email outlining the current resources and learning materials available to assist them in learning to use and navigate the platform.

What are the Terms and Conditions for being a member of the Campfire Community?

The Terms and Conditions for using the WAGGGS website including Campfire can be found here: <https://campfire.waggs.org/terms-conditions>.

In addition to the above Terms and Conditions, users who have not been active on Campfire for 12 months or more may have their account cancelled. As the costs for hosting and maintaining the platform are charged on a per user basis we need to ensure all those who hold accounts on Campfire are actively engaging and using the platform.

EMAIL TEMPLATE FOR MOS/CAS TO ADD USERS TO CAMPFIRE

Please note the following:

- *The request should be sent by the senior leader or International Commissioner of the MO/CA*
- *The request should be sent to:*
 - *Campfire Team: campfire@waggs.org*
 - *Your WAGGGS Regional Manager, and*
 - *Your WAGGGS Regional Committee Contact*
- *Multiple users can be added within the one email. Please ensure all details for each person are included.*

Dear Campfire Team,

I would like to request a Campfire account for the following members/staff:

Name	Role in MO/CA	Email address
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This person **should** be able to see all communications from WAGGGS, including the information sent via email to International Commissioners or other WAGGGS main contacts.

Or

This person **should not** be able to see all communications from WAGGGS, only those that are publicly available.

I confirm that the above named people are either staff or members of my MO/CA. They are suitable to be accessing and interacting with other members of WAGGGS on Campfire.

Name of person sending email

Position in MO/CA

Name of MO/CA