

## **Guidelines for Provincial Link Advisers**

The job description in P.O.R. for an Adviser in Guiding includes the responsibility to "promote and administer a specific aspect of Guiding...". For a Link Adviser, communication with Link Members, as well as with others (e.g., Commissioners) about Link Members, is a very important part of this responsibility. There is at present wide variation in the type and amount of information that is being communicated about Link, so it was thought that some general basic guidelines would be useful.

These are a few of the basic items, regarding distribution of information, that should be carried out. In some cases, some of this would be done by the Area Link Adviser, so the Provincial Link Adviser should try to encourage the Area Advisers to also follow these guidelines. Obviously, the specifics will vary from Province to Province depending on numbers, geography, etc., but the basic need is to ensure that Link Members receive the proper information and that the local Guiding community knows they exist. These guidelines are not meant to change or replace existing procedures that already cover the items below.

### Information to Link Members:

- Link Members should receive some sort of communication from the Provincial (or Area) Link Adviser each year (e.g., phone call, e-mail, letter, Provincial Link newsletter), to include a description of Link in general and its organization in your Province, and what information the Link Member can expect to receive (e.g., *Canadian Guider*, Provincial Guiders' newsletter, Link newsletters, etc.).
- All Link Members should be given information about the Link pins and the proper way to obtain one in their province.
- All Link Members should get a listing of other Link Members in their Province (or Area as appropriate), so that they can contact other Link Members for activities as desired.
- Link Members should also be given local Guiding contact information, such as the Area/Division Commissioner and also Area Link Adviser as appropriate.
- Much of the above information could be done via a Provincial Link newsletter, or in a "confirmation of registration"- type letter to each Link Member at the start of the year. (see Appendix 1 for a sample letter).

### Information to Others:

- Information about Link Members in a particular Area/Division, such as copies of their registration forms or a listing of all Link Members, should be forwarded to the Area (office or Commissioner) by the Provincial Link Adviser (see Appendix 2 for a sample letter).
- Please send some sort of notification out to the appropriate Provincial Link Adviser if you know that a Link Member registered in your province is currently living in a different province (see Appendix 3 for a sample letter).

**Appendix 1 – Sample Letter to Link Members Giving Local Contact Information**  
(adapted from that used in Alberta)

Dear (name of Link Member):

Welcome back to Link! Your registration has been received. Link gives you the opportunity to support Guiding when your schedule permits, etc. (other info about Link).

You are located in \_\_\_\_\_ Area.  
(if applicable) Your Link Contact/Area Link Adviser is \_\_\_\_\_.  
Phone #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Your Area Commissioner is \_\_\_\_\_.  
Phone #/Area Office #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

(could have information about screening/CRC's , how to update your iMIS record)  
Feel free to contact me if you have any further questions I can help you with.

Yours in Guiding,

(name of province) Provincial Link Adviser

**Appendix 2 – Sample Letter to Area Commissioners**  
(adapted from that used in Alberta)

Dear (name of Area) Area Commissioner:

A (name of Province) Link Member who lives in your Area has been registered for the current year. A photocopy of her registration form is enclosed.

You or another Guider should contact her, to clarify her desired involvement and inform her of any events in your Area which she would be welcome to attend. Please make information about your Link Members available to Guiders in your Area, as many Link Members are willing to come to units as a guest speaker or resource person. (suggestions for distributing the information)

A Link Member is a member of our organization, eligible to apply for all Guiding events if she meets individual requirements, and also eligible for Long Service Awards. (further information about Link that could include the definition of Link).

Thank you for your help in keeping this Link Member in contact with Guiding.

Yours in Guiding,

(name of province) Provincial Link Adviser

### **Appendix 3 – Sample Letter to Another Provincial Link Adviser**

Dear \_\_\_\_\_, (name of province) Provincial Link Adviser:

A Link Member currently registered in (name of Province) is now living in your province. A photocopy of her registration form is enclosed.

I would appreciate it if you could contact her regarding Link activities in your Province, and/or pass her information along to local Guiding members (Area Commissioner, Area Link Adviser) as appropriate.

Thank you for your help in keeping this Link Member in contact with Guiding.

Yours in Guiding,

(name of province) Provincial Link Adviser