**Unit Visiting**

Responsibility for new member screening belongs to the District Commissioner and the Area Commissioner.

Every woman participating in Unit activities must be properly screened by the District Commissioner. This work needs to be completed before she starts participating

Every girl attending Unit activities must also be registered before she attends more than 1 meeting.

District Commissioners must visit Units at least 2 times each Guiding year to ensure that all participants are properly screened. 100% compliance in all Units in your District is essential. (Ask your AC about a delegate to assist you with this process).

Visits must happen by November 15 and March 15 of every Guiding year. The attached document must be submitted to the AC for each Unit by November 15 (to ensure iMIS updated prior to Dec 1st count) and March 30.

These are the **Screening** steps:



**Unit Visit**

Unit Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code of Conduct

Contact Guider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Guiders:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_iMIS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other adults\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before going to the meeting, print your roster and check the girls on the roster with the Contact Guider, during the Unit visit. Are there missing girls?

# of Girls on roster\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Girls attending meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Commissioner or approved delegate (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_