

The Blue sheet



Norfolk's guiding news

September 2024



www.girlguidingnorfolk.org.uk

Special issue

celebrating the success of
Girlguiding Norfolk's
Archive Resource Centre.

**This is the story of
the ARC from boxes to
museum accreditation.**



Girlguiding Norfolk's Archive Resource Centre is a result of many years of collecting, cataloguing and preserving Norfolk's heritage. This project started before any of us thought of it, by leaders who stored away records of last year or last term – each one of them has added to the collection we have now.

We would like to thank everyone who has contributed in providing the materials that make this possible. We would also like to thank the current team of volunteers and our county archivist who have gained museum accreditation for the ARC.

Yvonne and Fiona, Girlguiding Norfolk county commissioners



Over many years discussions took place at County Executive meetings to resolve the issue of the many Girlguiding Norfolk archives stored, at the time, in the eaves of Patteson Lodge. Annually a team worked through the enormous task of cataloguing the items stored there and around the county. The need to find a permanent home for the archives became a priority as the Patteson Lodge eaves space was deemed unsafe storage due to the weight, the fluctuations in temperature and the threat of bugs having feasts on old papers and memorabilia. The archive was moved temporarily to an outside

storage facility – a costly option. This cost made the executive focus on making a decision on a permanent home for the archive. Options were a special brick building, a log cabin, an extension on Patteson Lodge or leave everything in storage. Cost was a consideration, as was the long term aim/purpose of any building. But we finally reached a decision 'Let us go ahead'.

The challenges of planning applications, trees to be felled, utilities to be connected were all met and we finally had our building to house our Norfolk treasures and Helen Green took on the role of county

archivist. With enthusiasm and a lot of hard work, Helen has recruited the volunteer team to establish the fantastic resource we have today.

Pat Pinnington, Current county president County commissioner at time of turf turning



When I offered to have a go at the archivist job back in 2016, I had no idea what was involved. I had helped compile the Heritage Lottery bid to run the



first 1940s camp at Gressenhall and that was my interest – heritage. However guiding has been a large part of my life since I was eleven, and when I look back, all the skills and experiences gained in my life have culminated in contributing to my perfect retirement role, which I absolutely love. I am grateful to all those people who have said 'Yes to Helen' and worked so extraordinarily hard undertaking the widest range of jobs to help us realise our dream.

Why did we want to do this?

Because we knew if we did we would be doing things as they should be done, to standards required to successfully run a museum and archive. It's been a huge privilege to have this opportunity, and to see all ages become excited through an enjoyment of guiding history. Bringing it alive has made all the hard work of making the dream come true worth every moment.

Thank you Girlguiding Norfolk for allowing us to create more history.

*Helen Green,
Girlguiding Norfolk archivist*

The ambition to have a separate home for our archives has been around for a long time.

Back in 2005 a working group set up to look at the working of Patteson Lodge identified the problem of keeping archives in the loft and spread around a number of rooms in the building, and suggested that the purchase of a log cabin, to be erected in the grounds of Patteson Lodge, be pursued.

After a lot of consideration and research it was decided to apply for Heritage Lottery funding to build an eco-friendly archive centre in the grounds of Patteson Lodge.

However, the application was unsuccessful and the project was too expensive to be completed without that funding.

Over the following years a number of other proposals were considered, including the use of Great Hautbois church which was being declared redundant, leasing part of the former Salvation Army hall in Coltishall and using a container.

None of these options proved suitable and in August 2014, due to concerns about fire risk, the weight of the archives on the ceiling of Patteson Lodge and the lack of access to carry out environmental work in the roof, the archives were moved out to the Big Box storage unit in Norwich.

Obviously this was costly, the collection was virtually inaccessible and this could not be a long term solution, so work began again to identify a practical way forward which would be affordable and also allow us to store the items correctly and use them in living history activities. It was agreed to investigate the possibility of purchasing a modular building which could be erected on the Patteson Lodge site and would be affordable from Girlguiding Norfolk funds.

A project manager was appointed in the autumn of 2014 and work began to design the building and groundworks and invite tenders. A Working Group was also set up to take the project forward and keep the trustees informed of progress. Eventually, in the autumn of 2015, suitable tenders were received and accepted from MPH Buildings and Newall Construction, and detailed planning of the work began.



How did we fund the build?

Funding came mainly from Girlguiding Norfolk's reserves, including legacies received from Elaine Clark-Taylor and Wendy Hogg. A fundraising challenge was also launched, challenging every member to raise £5 for the ARC, and donations started to be received.

The building includes two purpose-built archive rooms, with strengthened floors and heat exchange units to maintain a constant temperature. There is also an activity room, which it was planned to hire out for meetings and events in order to raise income, a kitchen, a toilet suitable for visitors with disabilities and an office.

The arrival of Newalls on site to begin work, on 1 March 2016, was a momentous day and the local press were invited to record the occasion. As it was a modular building it was built off site and delivered in sections as soon as the groundworks were ready. Later in March the sections arrived, and by the end of the day the building had been made watertight. Further work was necessary to make the building ready to connect to services, including electricity, water and telephones, to complete the groundworks and drainage and finish the internal wiring.

On 22 April 2016 the archives were moved into their new home and on 5 June our ARC was officially opened during a Garden Party organised as part of the fundraising effort.

Although there was still work to be completed over the following couple of months, including water and telephone connections and landscaping, the ARC was in place and ready to begin work.

During the summer, many donations of equipment and furnishings were received, and the activity room was furnished with tables and chairs ready to receive bookings in the autumn. Fundraising continued with a very successful Dine and Donate event held at Patteson Lodge in September.



Monies have also been raised from:

- ◆ Afternoon tea with Taverham Brass Band
- ◆ Serving tea and cake at Pull's Ferry
- ◆ Sale of cotton reel activity packs
- ◆ Sale of surplus badges, uniforms, etc
- ◆ Creation of challenge badges including a comprehensive information pack, i.e. Time Traveller and Royal Time Traveller
- ◆ Hire of room as a film set and for meetings
- ◆ Fire & Feasts cookbook
- ◆ Mosaic colouring book with badges
- ◆ ARC talks to non-guiding groups, i.e. WI
- ◆ Formation of Friends of the ARC
- ◆ Donating for access to research
- ◆ Sale of geocaching badges

Submitting a National Lottery bid

A lot of work remained to be done; sorting and cataloguing the collection and making it available to our members, the wider guiding community and the general public. At this point a purpose-built facility (which at the time was unique for Girlguiding in the UK) was desperately needed so that work could be carried out centrally.

A small group of volunteers started to meet regularly and the huge job of listing the items and sorting boxes began. Additional funding was agreed to support this task and the mammoth effort began.

Then the task of applying for Heritage Lottery funding and navigating the extensive requirements began, with a small group starting on the many hours required to assemble a successful bid.



The bid for £60k was submitted in January 2017 and in October 2017 we heard that we had been successful.

It was such a joyous day when we heard and the team were told in an overseas call from New York!

Great excitement all round.



Getting the bid right

The project was designed with three strands in mind:

Our collection:
To consolidate, preserve, catalogue, label and pack the collection to recognised standards.

Our outreach offer:
To create an outreach programme.

Open access:
To make the collection accessible to as many people as possible, including using online technologies and digitisation where appropriate.

Thank you to all who have contributed

Girlguiding Norfolk is very grateful for all the contributions in terms of time, thought, manual labour, finance, perseverance and enthusiasm from many volunteers and staff over the past

eight years. This has all contributed to the amazing achievement of this recognition and it would not have been possible without each and every one of you.

Grant Funding for the ARC

Heritage Lottery Fund	£60,000
Geoffrey Watling Charity	£3,000
Worstead Festival	£420
Norfolk Community Foundation	£1,000
SHARE Museums East	£1,000
Arnold Clark Fund	£1,000
NORAH	£692
NORAH – grant for FORUM Archives Fair	£50
Girlguiding Anglia	£5,000
Roy's of Wroxham	£100
RC Snelling Charitable Trust	£250
Leslie Sell Charitable Trust	£374
National Trust grant for HODS	£1,000
National Archives	£4,330
Norfolk Armed Forces VE Day (amount retained)	£77
Norfolk Community Foundation/Paul Basham Trust	£5,000

TOTAL £83,293



National Trust



THE PAUL BASHAM CHARITABLE TRUST



County Fundraising Challenge

In Spring 2016, the following groups took part in the Norfolk County Challenge to raise funds for the ARC. (Records found in the archives!) Badges were awarded. We are very grateful to you for having the confidence to support us in the very early days when the ARC was just a dream!

In 2016, a wish list of items needed at the ARC was created. This included many practical things like tables, chairs, office supplies, consumables and cleaning equipment and soon had more donations coming in. Every item was gratefully received!



Group	Amount	Group	Amount
1st Acle Rainbows	£70	South East Division	£418
6th Sprowston Brownies / 1st Sprowston Rainbows	£180	Gayton Units	£411
43rd Saxlingham Nethergate Brownies	£100	1st Attleborough Brownies	£120.68
Lowestoft	£150	4th Norwich Rainbows	£118
1st Fakenham Brownies	£150	1st Beeston Rainbows and Brownies	£21.80
Gallow District	£50	King's Lynn Trefoil Guild	£135
1st Mulbarton Brownies	£359.55	1st Old Catton Brownies	£110
Dereham Trefoil Guild	£125	Costessey Trefoil Guild	£100
3rd Fakenham Guides	£150	1st Dersingham Rainbows	£25
Aylsham Trefoil Guild	£75	2nd Dersingham Brownies	£25
South Norfolk Trefoil Guild	£65	1st Dersingham Guides	£70
2nd Attleborough Rainbows	£70	Hautbois Trefoil Guild	£35
3rd Attleborough Brownies	£135	1st South Walsham Guides	£165
Feltwell District Trefoil Guild	£90	Smithdon and Brothercross District Organised Sponsored Walk	£355
Thetford Trefoil Guild	£60	Stalham Trefoil Guild	£75
Sheringham Trefoil Guild	£202	Central Norfolk Division	£665
3rd Oulton Brownies	£100	2nd Salhouse Brownies	£50
St. Benets Trefoil Guild	£65	2nd Hethersett Guides	£85.42
1st Suffield Park Rainbows	£90	1st Snettisham Rainbows, Brownies and Guides	£98.60
1st Freethorpe Brownies	£80	Massingham District Trefoil Guild	£150
Kerry's Brownies	£50	Acle	£65
2nd Mulbarton Guides	£35.77	Watton and District Trefoil Guild	£121.50
3rd Oulton Guides	£30	1st Roydon Rainbows	£72.25
3rd Oulton Rainbows	£100	1st Roydon Guides	£149.75
1st Salhouse Brownies	£100	1st Roydon Brownies	£103.10
1st Acle Brownies	£120	1st Cawston Brownies	£50
1st Queen's Hill Brownies	£125	Lakenham District	£285
Smithdon and Brothercross Guides	£416	Old Catton Senior Section	£85
South West Norfolk Division	£1,452.50	Wymondham Trefoil Guild	£147.44
38th Norwich Brownies	£303.50	1st Neatishead Brownies	£25.20
2nd Sprowston Rainbows	£75	Wroxham Guides	£85
3rd King's Lynn Rainbows	£130	Great Yarmouth Trefoil Guild	£65

Spending the money

The funding allowed for employment of two part-time members of staff to share their expertise and train us in how to look after our collection and widen our outreach in the broadest terms. It also paid for equipping the building with appropriate materials and facilities to allow for widening our audience.

The OUTARC project, designed to creatively make Girlguiding Norfolk County's heritage resources available to all involved fourteen approved purposes to be achieved over a period of three years, as follows:

Approved Purpose 1: Recruit a Preservation and collections officer and a Learning and outreach officer.

Approved Purpose 2: Train a minimum of ten volunteers in cataloguing, packing and digitising

Approved Purpose 3: Carry out conversation on items where necessary, repack and store the collection in appropriate boxes and racking

Approved Purpose 4: Develop dressing-up boxes and a pop-up exhibition

Approved Purpose 5: Develop a trefoil geocache heritage trail about guiding in Norfolk over the past 110 years

Approved Purpose 6: Provide training sessions for all ages on traditional guiding skills

Approved Purpose 7: Involve young people in recording the memories of older members of the Movement

Approved Purpose 8: Produce a leaflet to publicise the Archive Resource Centre (ARC)

Approved Purpose 9: Offer school sessions about Guides during the Second World War

Approved Purpose 10: Open the ARC on Heritage Open Days and participate in Kids in Museums Takeover Day and Museums at Night

Approved Purpose 11: Deliver heritage-themed activities at the Norfolk Scout and Guide Jamboree 2018

Approved Purpose 12: Create reminiscence boxes to take to community and individual homes and day centres

Approved Purpose 13: Get the governance in place in order to work towards Museum Accreditation

Approved Purpose 14: Evaluate the project and provide National Lottery Heritage Fund (NLHF) with an end-of-project report

This period of time when Approved Purposes were to be achieved was interrupted by a pandemic beginning in 2020, and it was not possible to achieve all the purposes without making some changes to adapt to the challenging circumstances of the time. These were negotiated and agreed due to the situation. However this period had to allow an element of creativity in extending our outreach and the ARC's audience grew to be even wider including all the UK and some overseas countries. The world appeared to become much smaller and our expertise in using modern technology galloped ahead.



Visitors are fascinated by the modern roller racking installed to store and protect our precious archives.

Volunteering

Apart from some short-term paid roles and internships at the ARC, it has been run entirely by volunteers. None began as professionally trained in this field, but all have learnt a lot over the past eight years since the opening of the ARC. Training has been received through SHARE Museums East (which on 01.04.2024 became part of Museum Development South East) and many online opportunities. In addition the Norfolk Record Office and their project Community Archives: Skills, Support and Sustainability was a huge support in training and resources, a challenge achieved during the lockdown years.

The heritage, museum and archive communities have been very generous in all the support they have provided and we are very grateful for this. Without it we would never have reached our current position.

There are several groups of supporting volunteers and these include Steering Group, Friends of the ARC committee, Monday weekly volunteers and Friday monthly volunteers, the ARC Angels, fundraising committee and remote volunteers. A recent initiative has involved giving potentially interested groups opportunities to try out volunteering in a pop-up situation. They are able to give some time to the ARC doing a range of tasks to give a taster of what volunteering entails, meaning we have received more volunteer time and the potential of having more regular volunteers.



UEA students were excited to be working at the ARC after six months of working virtually. Their energy and enthusiasm supported moving forward with the packing boxes project, Packing for Posterity.



During the pandemic five new young volunteers came to help at the ARC, virtually, as a result of visiting Girlguiding Norfolk's stand at UEA's virtual fair in October 2020.



Volunteers of all ages are welcomed, and their range of skills is valued, including how to tie a Brownie tie correctly using a reef knot and three fingers between the bottom and the belt, as well as removing rusty staples from old magazines.



Curating has become a skill we never knew we had. It has given us the opportunity to dig deep into our collection to share treasures, including royal ones.

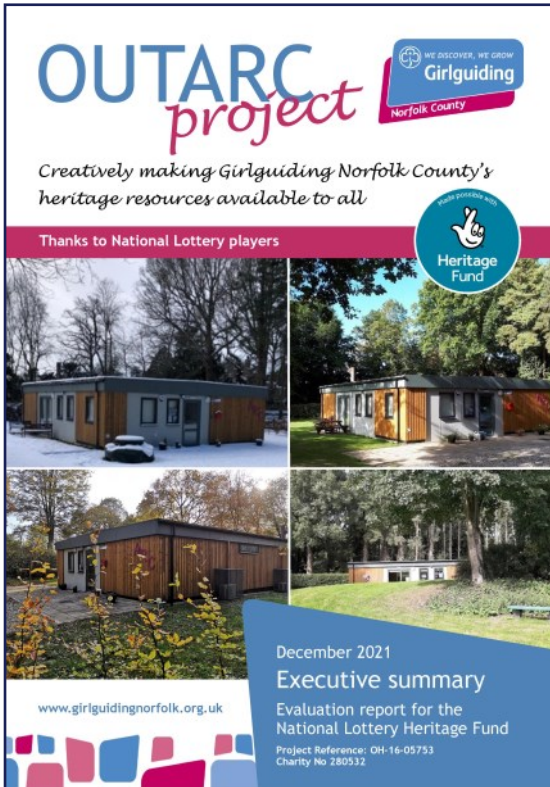


Our young people, including interns, work experience students and ARC Angels, look at things from a different angle - this is invaluable. Makes us all learn from one another.



The ARC is a sociable place. Alongside the hard work we enjoy celebrating together. We love a birthday and summer get-together and, of course, Christmas.

The application for museum accreditation



One of the approved purposes of this funding was to get governance in place to work for Museum Accreditation. This required ensuring that Girlguiding Norfolk's constitution allowed for holding and management of a collection. Then the ARC could apply for eligibility to commence the Museum Accreditation scheme.

The ARC was successful on its third application in 2022 and much of the work that was progressed over the lockdown home-working years was now in place to allow for submitting the accreditation application in February 2023.

In July an online call took place to go through aspects of our application and in October 2023 confirmation was received that we had been successful. The ARC was a fully accredited museum.

It was important to achieve accreditation to confirm the ARC is recognised as working to a national standard and therefore has the potential to secure further funding. In addition it would be the only Girlguiding collection in the UK with this acknowledgement.

A very comprehensive report on the project was compiled and a most attractive Executive Summary produced. This can be found at https://drive.google.com/file/d/1teeoFWz81Y-1XaZgu54XIGonwulGfnYK/view?usp=drive_link



Having interns working with the volunteers has been of benefit to all. We have learnt from them, and them from us. Most have moved on to exciting careers in heritage; we are pleased to have offered a step along their journeys. The Imperial War Museum, Norwich Castle, Gressenhall Rural Life Museum and the Smithsonian Institute are other places the journeys have gone.



Part of heritage funding was to participate in Heritage Open Days. This has been an aim every year, either online or face-to-face. We are proud of what was achieved in giving a wider access to our collection.



Delighted to be the hiding place for a clue for BBC Radio Norfolk's Treasure Quest. It's great to see Julie and crew and share a badge.

The UK Museum Accreditation Scheme is the industry standard for museums and galleries in the UK. It aims to ensure that museums and galleries are well-governed organisations that meet a set of agreed standards in three main areas:

Organisational health

This includes having a satisfactory management structure, succession procedures, and formally approved authorities and responsibilities.

Collections

This includes ensuring that collections are suitably protected, only used for public benefit and have a long-term purpose.

Users and their experiences

This includes providing opportunities for public access and engagement with the collection.

One of our very useful outcomes from the process has been the writing of a complete set of policies and documentation which form the basis of current and future work at the ARC. These come under the following areas

Accreditation Standard requirements: Organisational Health

1. Have an appropriate Governance structure
 - 1.1 Statement of purpose
 - 1.2 Appropriate constitution
 - 1.3 Structure for governance and management
2. Plan ahead and have the resources to deliver your plan
 - 2.1 An approved forward or business plan which covers the current and subsequent planning year
 - 2.2 Financial sustainability
3. Assess and manage risk to your organisation
 - 3.1 Secure occupancy of all premises containing collections
 - 3.2 A risk assessment of security arrangements
 - 3.3 A clear, workable emergency plan

Accreditation Standard requirements: Managing Collections

4. Hold and develop collections
 - 4.1 To take responsibility for all the collections you manage
 - 4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals
5. Hold useful and useable information on collections
 - 5.1 An approved documentation policy
 - 5.2 To follow the Spectrum primary documentation procedures
6. Care for and conserve collections
 - 6.1 An approved collections care and conservation policy
 - 6.2 A collections care and conservation plan

Accreditation Standard requirements: Users and their Experiences

7. Be accessible to the public
 - 7.1 An approved access policy
 - 7.2 An access plan
8. Understand and develop your audiences
 - 8.1 To understand who uses your museum, and who doesn't
 - 8.2 To use information to assess your users' needs
 - 8.3 To have a plan for developing your range of users
9. Engage with your users and improve their experience
 - 9.1 To provide stimulating learning and discovery activities, including exhibitions and programmes based on your collections.

Feedback to our application included the required areas for development as emergency planning, some aspects of access plan to promote an accessible offer and plans to broaden our audience.

The next review of the accreditation will be in 2028.



August 2014 - Plastic boxes, carrier bags, archival boxes etc moved to Big Box Storage from Pattenon Lodge.



March 2016 - One of the four modules arriving on site from The Midlands.



March 2016 - The module was in place and was waterproofed.



June 2016 - Roller racking installed... Doesn't it look posh?



June 2016 - Official opening of the ARC



May 2016 - Fo...



June 2018 - It was decided that prior to storing everything in new rolling racking and archival boxes items should be frozen to kill the bugs and beasts!



July 2018 - Frozen packages returned to the ARC for next step in the process



July 2018 - Pallets of boxes ordered to start on process of filling them. A very long job, with high hopes of Moding, photographing objects, labelling boxes on the way. Deemed not practical in the end. Still work in progress.

Timeline of the ARC

as dropped
f by dusk.



March 2016 - All in place, just need to sort landscaping in time for opening!



March 2016 - Collection moved from Big Box to the brand new Archive Resource Centre.



Fabric room, stuffed full



May 2016 - Archive room piled high, and shelving found in skip near large insurance company put to good use.



July 2020 - The library, of 5,000 books, well on the way to being sorted, thanks to the pandemic.



August 2024 - Our beautiful ARC, with plants tended lovingly at the front.

Everyone loves a badge!

The story of the ARC could be illustrated in the badges we have produced over the past eight years, as well as prior to then.

Here are just some of them which represent projects or activities along our journey.

We like to thank our volunteers with a badge too!



2007 - Heritage jigsaw

To show participation in the Heritage project. Themes of camping, oral histories and a heritage trail around Norfolk.



Pre 2016 - Norfolk Archive x 2

Given to those who came along to help catalogue archives at winter weekends at Pattleson Lodge.



2016 - I helped build the ARC

Created as a gift for those who helped fundraise.



2017 - Back to basics

Preparing for 1940s camping.



2018 - CC Challenge

Created as a Norjam challenge.



2018 - Tenderfoot test

Tenderfoot test was a Norjam activity.



2018 - I took over

The ARC hosted a Kids in Museums sleepover.



2019 - I am an ARC Angel

A suggestion by our outreach employee to encourage young people to join our young team who guide us.



2019 - I found treasure

To acknowledge those who had visited the ARC and enjoyed themselves finding treasure!



2020 - GIS Camp

A handmade badge stitched as part of a challenge during 'V for Virtual' sleepover celebrating all the GIS did during and after WW2.



2020 - Living in Lockdown

Created to encourage members to compare lockdown living with the past, particularly wartime. See the website for syllabus.



2020 - Hats off to heritage

Designed for the team who were creating a heritage offer for UK Guiding at the Poland Jamboree, sadly cancelled due to Covid.



2020 - Sandringham

Designed by a member of Sandringham Guides to celebrate their 100th birthday, delayed due to the pandemic. See the website for syllabus.



2020 - Time Traveller

Created as a fundraiser for the ARC.



2022 - Time Traveller v2

Another version - spot the difference!



2022 - Royal Traveller

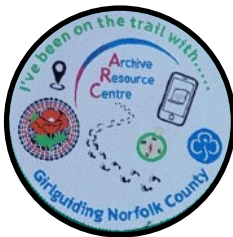
On the theme of Her Majesty the Queen, this badge was created for her Platinum Jubilee.



2021 - I've recorded guiding stories

Created to encourage all forms of recording your guiding story, part of a Queen's Guide project.

Find the syllabus for all the Time Traveller badges on the website.



2020/2021/2023 - I've been on a trail with...

Trail badges gained when doing the mosaic trail or geocaching trail.



2022 - Remembrance

Girlguiding's badge inspired Norfolk's Cotton Reel Challenge.



2023 - Evacuee

Evacuees made a return to Gressenhall 1940s camp.



2023 - Anne Carter

Created for those who make the most progress during the annual 1940s Gressenhall event.



2023 - I love the ARC

Created to celebrate award of full Museum Accreditation to the ARC.



2023 - Suffolk camp

The ARC hit the road and offered heritage activities to Suffolk's county camp.



1940s badges

Home defence and Sea Ranger were two of the badges worked for at 1940s camps.

Outreach activities for all

The ARC has provided numerous opportunities to take the archive 'out and about' and engage people of all ages from all over Norfolk and beyond. From exhibitions designed to create talking points to fully immersing in guiding heritage by actually living it, the ARC has excelled at pitching outreach activities at the right level for its audience.

Since 2018, the national Heritage Open Days has seen the ARC open to the public, in a virtual way during Covid, enabling people to view the extensive collection and also engage in practical activities including cooking by traditional methods.



Heritage Open Days 2021 at the ARC

To match the Edible England theme, we're giving you **Gourmet Guiding!** Choose from three cooking methods:

		
Cardboard ovens (Mini pizzas and scones)	Tin foil parcels (Hunter's stew and banana with marshmallow and chocolate)	Buddy burners (Cheese dreams and camp doughnuts)

18th and 19th September at the ARC. Booking essential via Eventbrite

EDIBLE ENGLAND



We were thrilled to have a presence at Norjam, Norfolk's Scout and Guide International Jamboree, in 2018. The heritage hub, open 12 hours a day and staffed by volunteers aged 18-80, offered engaging activities including:

- ◆ a heritage challenge linked to Scout and Guide badges through the decades
- ◆ an opportunity to undertake the 1940s Tenderfoot test
- ◆ learning more about the care of the archives at the ARC



Activities were adapted for all and instructions created in Braille too.

It was a pleasure to work with Norfolk Scouts to deliver the incredibly popular Heritage Hub.

The quizzes, designed for three age groups, were very popular at all times of the day and night.



The 1940s living history camp at Gressenhall gives Guides the unique chance to actually camp as their ancestors would have done 80 years ago. Bell tents, uniform from the era, skinning rabbits, a tea dance and even a flyover from a spitfire have been experienced by girls lucky enough to participate in this annual event. Home Defence, Sea Ranger and Childcare (real babies were bathed in a tin bath!) are a flavour of the 1940s badges that have been earned whilst on camp.

The ARC supports the annual Poppyline event in Sheringham with girls in 1940s uniform parading through the town.



A geocaching trail of 9 caches, available to anyone with the geocaching app, has been laid to give a background to the history of the Hautbois area and its connections to guiding. This activity is aimed to appeal to the general public.



The mosaic trail was originally created on the Patteson Lodge Estate to celebrate the guiding centenary in 2010. There are eleven beautiful mosaics to find, crafted by Joy Holden, from designs chosen by Girlguiding Norfolk members. In 2021, the latest mosaic showing the history of the Senior Section was unveiled and mounted on the wall of the ARC. The original ten mosaics incorporate a braille letter which when rearranged make a 10-letter phrase, adding something extra to the hunt.

An accompanying mosaic colouring book has been produced, with simple and more difficult colouring pages for each mosaic, as well as a QR code resource which links to further information about the specific mosaics.



Guiding members from Hunstanton borrowed uniform and resources from the ARC to participate in their town carnival, winning a prize for their efforts!

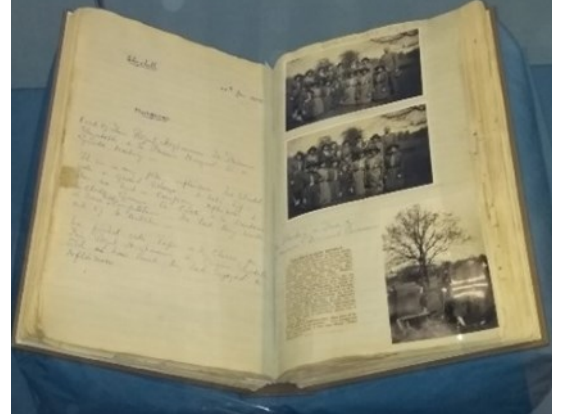


Brownies enjoyed a visit from the ARC for their recent sleepover, trying on uniform from the past - nostalgic for leaders and parents!

A Royal outreach offer

In 2022, the ARC attended the Community Archives: Skills, Support & Sustainability Project Celebration at the Norfolk Record Office. Our display included the most recent ARC Angel project, The Royal Album, an attractive printed booklet showcasing Queen Elizabeth II and her links with guiding. This album was posted to the Queen and Sophie Wessex and we were thrilled to receive replies! 700 copies were printed and, for accessibility, also produced in large print and braille.

We were also proud to be able to share one of the ARC's treasures: a logbook from Sandringham Guide Company, founded by Princess Mary. In the logbook, visitors can see an entry from 28 January 1939 which details a visit to the company by Princesses Elizabeth and Margaret. The logbook, a popular way for units to record their meetings and adventures, also contains photos and newspaper clippings.



Designed to celebrate the Platinum Jubilee of Queen Elizabeth II, a set of nine A2 sized boards were produced. The ARC Angels were tasked with researching the then Queen's guiding history, locating photos and compiling the text. The display has been shared with over 25 groups in Norfolk, as part of Heritage Open Days, the Sheringham 1940s weekend, village fetes and festivals and has helped over 2,000 people learn that Her Majesty was a Girl Guide, a Sea Ranger and our Patron. Wider access to the display was achieved including time at Foxlease Training Centre in the New Forest and Girlguiding Headquarters in London also requested a set for themselves!

After the death of Her Majesty, there has been more interest in Her Majesty's guiding story and two further boards have been added to the collection.

We are extremely grateful to The National Archives for their generous funding for this project; we couldn't have done it without that support. It's been a most successful venture and received some amazing feedback!



The ARC supported members of Girlguiding North West Norfolk who had been invited to be on the Royal Route at the Sandringham Flower Show in 2022. This was special for two reasons: it was the Queen's Platinum Jubilee year and also a belated celebration for Sandringham Guides centenary. A beautiful wooden commemorative plaque had been created and the hope was it would be unveiled by the Royals. The show organisers were unable to confirm this was possible so we took it along, set it up and crossed our fingers.

The Royal party viewed the Platinum Jubilee display with great interest and asked several questions, including what uniform the Queen would have worn. Dressed in 1950s uniform to mark the year of the Queen's accession, Guides chatted to the Royal couple about their guiding experiences. The (then) Duchess of Cornwall was presented with a Royal Album and Time Traveller badge. The (then) Prince of Wales unveiled the plaque - a truly special moment!

That evening we were featured on BBC's Look East and also made it into the August edition of 'Hello!' magazine.



Becoming a Girl Guide

In 1902, when Princess Elizabeth was 10, it was felt that she should get to know more girls of her own age and from various backgrounds. Princess, when she visited, she came about due to the fact that she was the only girl in the country who had been christened with the name Elizabeth.

Her mother was very enthusiastic about Girl Guides, having previously been a District Commissioner in Dorset, Scotland. She was President of the Dorset Association and then Princess, it was decided that the 1st Buckingham Palace Guide Centre would be named after her.

At the first meeting Princess Elizabeth attended she asked if they would have to wear stockings with their uniform. These long stockings were part of the uniform of the time, but the Princess answered for her mother: 'Mummy said we wouldn't!'

On 13th December Princess Elizabeth was escorted by her Aunt, Princess Mary, Assistant Princess, into the Sandringham Palace, where she never saw before Princess, Elizabeth, Princess Margaret was observable to her but was too young, she and a friend were presented to General Bessie and General the commander of the garrison, with the 1st Buckingham Palace Guide Centre named after her.

When war began, the Princesses, like other children living in London, were evacuated from the city. They went to Balmoral where Princess Elizabeth started to wear a Brownie Pack, and Princess Mary's name they continued to work for Guides and enjoy their guiding.

Tenderfoot test of the 1930s-40s

There was a Promise Badge on the top tier of the Queen's wedding cake.

In 1950, it was decided that the Queen should have a Girl Guide badge. The Queen's badge was designed by the Queen's designer, Sir John Gollings. The Queen's badge was designed to be a Girl Guide badge, but with a crown on top. The Queen's badge was designed to be a Girl Guide badge, but with a crown on top.

Patron of Girlguiding and Head of the Commonwealth

The Queen became the Patron of Girlguiding in 1952. As Patron of Girlguiding, she is an outstanding ambassador and supporter of all that Girlguiding does for and has become an amazing role model for girls and women of all ages.

Her Majesty is Queen of the United Kingdom and also of other Commonwealth Realms, a role which she really enjoys. She has been a member of the Girlguiding Council and the Girlguiding World Council. There were special occasions of guiding presented to her around her world. There are currently 56 countries belonging to Girlguiding and it is an honour to be invited to the Queen's Palace.

Queen Elizabeth II during her visit to the Girlguiding World Council in 1971.

The Queen meets the Girl Guides during her Golden Jubilee tour in 2002.

The Princess, the Queen and Guiding work often featured on stamps.

Girlguiding has a Commonwealth Award for members aged 15-25. It is unique in that it is available to girls and young women from all Commonwealth countries or members of British Guiding Centres. It encourages members to learn more about their own history and countries and cultures all around the world.

British Guiding Overseas is found in parts of the world where girls aren't able to join the national Guiding organisations. This might be because of language or culture or because there isn't an accessible unit.

Some of the members of the Commonwealth Award.

There are 150 units around the world.

The Queen's Award for Girlguiding is a special award given to Girlguiding units around the world.

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The Sad Goodbye

Operation London Bridge had been in place for years. Much of it centred on Her Majesty's plan for her final days. Guiding had received information and was ready to get them in place just two days after the Queen had welcomed Liz Truss, the new Prime Minister of the UK, at Balmoral.

It was 3 months and 3 days after the Queen's 96th birthday.

Guiding Norfolk had 'wanted to be at North Broomfield Palace for the event, and this was about the opportunity to display the Queen's uniform and regalia. The participants were back to the Queen's Palace and a black ribbon attached to their company flag, as marks of respect.

We had also been on BBC TV news the night before, with the Queen's coffin in the ABC receiving.

Her Majesty The Queen
21 April 1926 - 8 September 2022

Her Majesty The Queen's coffin was placed in the Queen Elizabeth II Chapel at Sandringham Palace where the Queen was buried. The coffin was placed in the Queen Elizabeth II Chapel at Sandringham Palace where the Queen was buried. The coffin was placed in the Queen Elizabeth II Chapel at Sandringham Palace where the Queen was buried.

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Friends of the ARC

As a result of enthusiasm from Girlguiding Norfolk Trefoil Guilds the Friends of the ARC has been set up. This has involved agreeing a constitution, having committee members and opening a bank account.

At the time of writing, August 2024, we have 30 individual members, and 12 groups, including Districts and Trefoil Guilds. To be able to have a steady income as a result of this is a real bonus and a great encouragement.

Thank you to the Friends for their contribution towards the purchase of our wonderful Faces board which has proved to be very popular already.



I was delighted to be asked to be Chair of the Friends of the ARC and to be part of a new chapter in its history. Guiding has been part of my life since joining Brownies at the age of seven and I'm thrilled that my new role will keep me involved with an organisation I truly love.

So much has been achieved by our incredible team of ARC volunteers who have done a fantastic job of conserving, cataloguing and cherishing our wonderful collection. There is nowhere in the UK quite like the ARC and gaining Museum Accreditation from the Arts Council is a well-deserved accolade for Girlguiding Norfolk. Congratulations to everyone involved.

Carol Bundock,
Chair of the Friends of the ARC
Former President, Girlguiding Norfolk





Friends of the ARC

Where guiding history comes alive!



Join us today!



Who are the Friends of the ARC?
Friends of the ARC support the activities of the ARC, and raise funds for specific projects. Your involvement may be just signing up, following our activities via our newsletter, social media or more active participation in a specific Friends project for the ARC.

What is the Archive Resource Centre (the ARC)?
It is the home of collections of uniforms, handbooks, flags, logbooks, unit resources and memorabilia through the ages relating to Girlguiding in Norfolk. Many of these are in 'handling' collections available so that today's girls can experience Girlguiding in the past and older people can reminisce. It does work both as a museum and as an archive. In 2023 it was awarded full Museum Accreditation.

The Archivist and volunteers deliver living history sessions to units and plan challenges suitable for all ages. Perhaps you have completed the 'Living in Lockdown' or 'Cotton reel wartime' challenges?




Could you be a Friend of the ARC?

Guiding has played an important part in the lives of girls and women since 1910. Rainbows, Brownies, Guides, Rangers and Leaders - all have played a part in Girlguiding and Girlguiding has played a part in shaping their lives. Has Girlguiding played a part in your life? Or maybe it hasn't but you would like to support the amazing work done now.





Our funding

Our funding comes from sessions and talks delivered by ARC volunteers, sales of badges and resources, donations and specific fundraising events. The shortfall is met each year by Girlguiding Norfolk.

Here are some examples of what Friends funding could buy for the ARC:

- £10 could buy two archive storage boxes.
- £20 could pay the travel expenses for an ARC volunteer to lead an event/training.
- £30 could buy archive-standard storage for photos or film.
- £50 could pay for cleaning and cleaning materials for a month.
- £100 could buy a steam cleaner for uniform.

... in addition to larger projects.

What we can offer you

In the past the ARC has offered the following and we continue to do this. Please get in touch if you would like access to any of these activities. Many sessions can be virtual.

Have you got more suggestions of what we could do? Open to all ideas!

Research

- ◆ Research for primary school pupils (what children/Guides did during the war)
- ◆ EPH project – Land Ranger 1940s camping
- ◆ Commonwealth Award (and sharing information online)
- ◆ Research for dissertation, i.e. based on uniforms, teaching of citizenship during the war
- ◆ Research for publication, re first aid in guiding

Sessions for all ages (on-site and off-site)

Rainbows, Brownies, Guides, Rangers, Inspire, Trefoil Guild and those who aren't members of the movement, e.g. WI and other women's groups, homes and schools, have enjoyed interactive sessions including:

- ◆ the history of guiding – for guiding members, but also as a social history story of girls and young women
- ◆ Thinking Day
- ◆ the story of the ARC
- ◆ Tenderfoot Test
- ◆ Creative Curating
- ◆ traditions of guiding – time travelling, outdoor cooking, history of uniforms
- ◆ how Guides helped in the wars, the well-known aspects, but also sessions on 'Learning about the Guide International Service' and 'Brownies, Guides and Cotton reels'. Remembrance
- ◆ the guiding history of your area
- ◆ the ARC and science, including bug session, conservation aspects of our work
- ◆ reaching museum accreditation – the how, what, why, when of what we have done and how we've supported other archive groups

Other opportunities

- ◆ to work towards badges and achieve awards
- ◆ internships and work experience
- ◆ Queen's Guide projects, i.e. Share My Story, Senior Section uniforms through the ages, 1940s camp organising, doing on-site service, reminiscence suitcase project

Residentials

Heritage Open Days

We are open every year for some days and join in with the national theme.

Trails

We have a mosaic trail on the Patteson Lodge Estate, with QR codes for further information, and a geocaching trail, 'guiding around Hautbois', available off-site via the Geocaching app, and including local information about guiding properties and local history.

Exhibition materials

For your event, advertising the ARC or special themes

Opportunities to volunteer

You don't have to be an expert in archiving! There is a job to suit for everyone.... And these range from gardening, maintenance, sewing, conservation work, admin, transcribing, digitising, indexing, social media, IT, presenting, leading sessions, wrapping for freezing, entering information in museum catalogue, interviewing, creation of resources, minute-taking, participation in a committee – steering group, fundraising, Friends. Training as appropriate.



Moving forward. What's next on the horizon?

Having achieved where we are in the past eight years and enjoyed such positive feedback from people who have interacted with us, we must consider where we want to be in five years' time!

And these are thoughts to take into consideration as we ponder this:

- ◆ The ARC is full!

- ◆ We are still in the situation of being unique in the UK having a purpose-built archive. We have a lot to share. A museum summer school is a dream.
- ◆ We are delighted to be working with the Girlguiding national archivist and the national collection.

Spot the guiding uniform in an up-coming episode of Call The Midwife.



Plans for the future

Our Executive Summary included the following... Some are ticked off already, illustrating completion or well on the way. Others show what more is to be done.

- ✓ Achieve Museum Accreditation and build on establishing a sustainable resource
- ⌚ Succession planning – increase the number and spread of volunteers
- ✓ Work with partners eg Community Archives Project with Norfolk Record Office
- ✓ Build on contacts made with other museums and heritage organisations
- ⌚ Explore further funding opportunities
- ⌚ Develop virtual opportunities

If you have any thoughts about any of the below or would like to get involved, please get in touch!

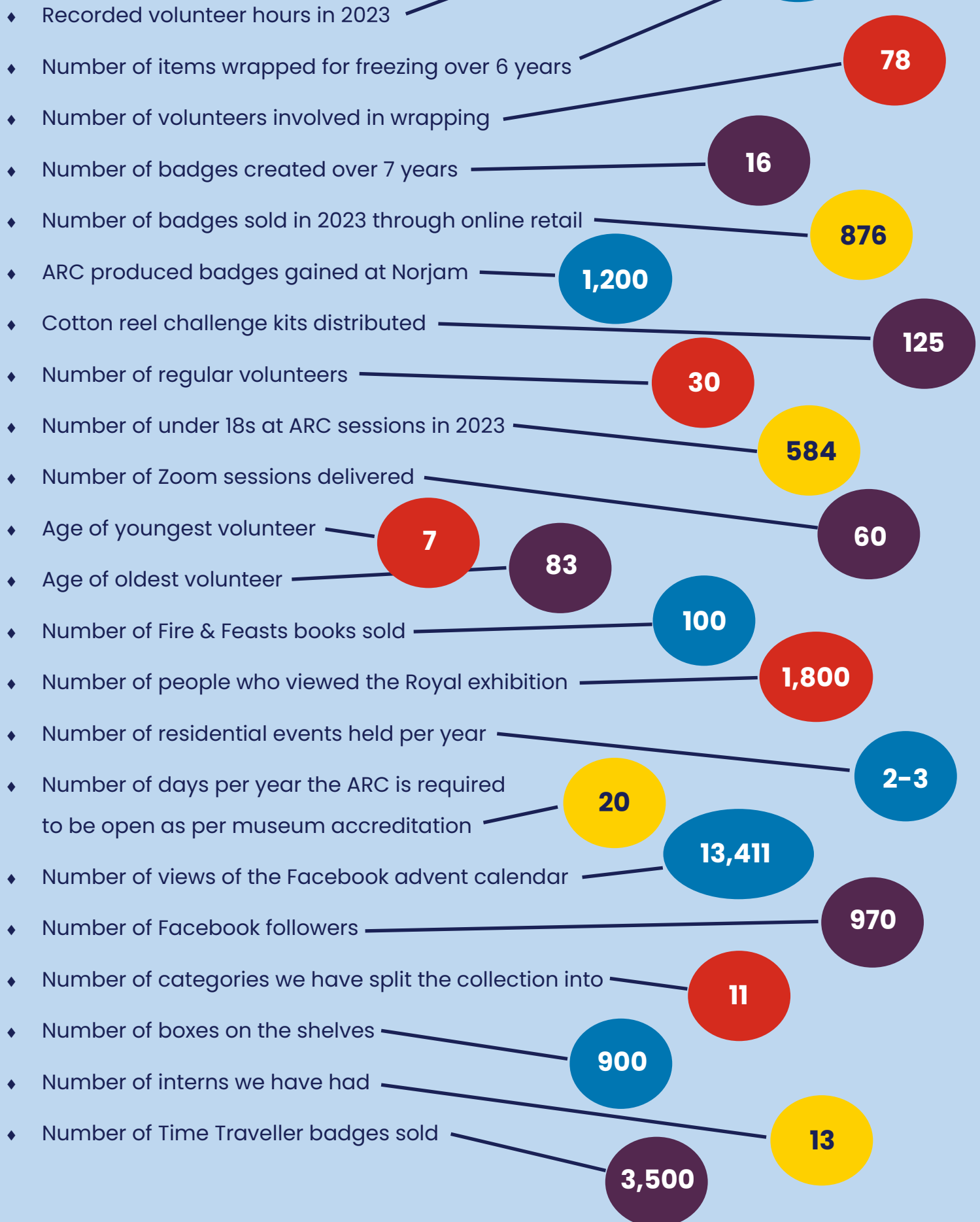
- ⌚ Widen the community of users
- ⌚ Develop the inter-generational reminiscence work
- ⌚ Sharing our learning with guiding members locally, nationally and internationally and with other communities

Key:

- ✓ achieved
- ⌚ made some progress towards this
- ⌚ not yet

The ARC in numbers...

Some of these statistics are staggering!





For support, sessions, activities, ideas and opportunities for all, visit the ARC... We would love to see you!



Girlguiding Norfolk Archive Resource Centre - ARC



@GGNorfolkARC



@GirlguidingNorfolkARC



Girlguidingnorfolkarc



Girlguiding Norfolk County Archive Resource Centre (ARC)



archivist@girlguidingnorfolk.org.uk



girlguidingnorfolk.org.uk

