



TERRIFIC TIME CAPSULE FAQ'S

WHY ARE YOU RUNNING THIS CAMPAIGN?

To mark World Thinking Day 2021, which falls in the year of our region's 50th birthday, we would like to create a time capsule representing guiding around the region in 2021. We hope the time capsule will be discovered and enjoyed by members in another 50 years, when maybe they will create their own for the following 50 years!

WHY A VIRTUAL TIME CAPSULE?

As 2020 and 2021 (to date) have been very much the years of the virtual world, we thought a virtual time capsule would be a perfect way to acknowledge that. A virtual time capsule will also allow everyone around the region to contribute, without the need for a time capsule able to hold 1000s of physical items.

WHO CAN TAKE PART?

Anyone in Girlguiding North West England! But we're hoping for one contribution from each unit in the region, if possible. If your unit isn't meeting at the moment, then we would absolutely welcome an individual contribution from you.

WHAT SHOULD I/WE DO?

It's entirely up to you what you want to send in, as long as it is possible to send via email/We Transfer - an email, a letter, a photograph or a video. You could send a photograph of anything; everyone in your unit, your unit meeting place, your unit flag or badge, or something else that represents your unit. You could send a letter from your unit to members of the future, or images of drawings of what guiding looks like to your unit in 2021. A video of your unit members holding up signs showing what guiding means to them, or taking part in an activity or event (this doesn't have to be very recent as we know everyone is meeting virtually, at the moment) are other options. The possibilities are endless.

DO I NEED ANY SPECIFIC PERMISSIONS?

Yes, please ensure that you have the appropriate photo permissions for all members of your unit who will be featured in any photographs or videos you submit. Please also ensure that you

inform them that the photograph/video and/or any material they produce (such as drawings or letters) will be shared with us for this purpose and may also be shared on our region website and social media pages.

WHERE SHOULD I SEND MY CONTRIBUTION ONCE IT'S READY?

Please send it to northwesthq@girlguidingnwe.org.uk marked 'WTD - Terrific Time Capsule' by no later than Sunday 14 February 2021.

HOW DO I GO ABOUT CREATING MY OWN TIME CAPSULE?

If you'd like to create a time capsule for your own unit, we recommend creating one using physical items rather than digital ones, due to the need to include a device on which to play the technology on which you have chosen to store your digital time capsule, in case technology has changed by the time it's discovered.

WHAT SHOULD I USE FOR MY TIME CAPSULE?

A stainless steel container is the best choice for a time capsule, to ensure that the container is both able to stand the test of time and protect the contents within it.

For a 25 year time capsule, you could use an empty metal paint tin or a metal lunch box, sealed with epoxy glue.

For a 50 year time capsule, you could use a small, waterproof safe.

Your time capsule doesn't have to be designed to last a long time though! A shoebox, bin or old suitcase are all great options for a time capsule that is going to be kept indoors, to be discovered in 5 to 10 years. Do bear in mind though that cardboard or paper may be completely destroyed in the event of a fire, flood or other natural disaster.

A clean, empty metal coffee tin is another great small, short-term choice.

WHAT SHOULD I INCLUDE IN MY TIME CAPSULE?

It is up to your unit to decide what to include and it will very much depend on the size of container you are using. For a small container, letters, drawings and photographs are all great options. Other ideas include badges, items of uniform and current programme materials. Try to include items that are specific to your unit, as national and regional Girlguiding items will be kept safely in the region and HQ archives.

Choose items that are compact and non-perishable, remembering that acidic paper will deteriorate over time, so try to use non-acidic paper, where possible.

Whatever you include, write about what your items are and what they're used for - being as descriptive as possible - and keep an inventory of what's included.

HOW SHOULD I PACK THE ITEMS IN MY TIME CAPSULE?

When you pack your time capsule, place heavy and less delicate items at the bottom. Ensure that the contents are wrapped separately from one another, if possible in individual Ziploc bags. Do not use staples, rubber bands or paper clips, and if you're including photographs, pop them in a clear (archival, if possible), photo sleeve, with 2 per sleeve, back to back, before placing them into acid-free envelopes for storage inside the time capsule.

If you have the space and choose to include uniform items or badges, it is recommended that these are wrapped in acid free tissue paper and that any folds are padded with tissue paper too. You could even include desiccant silica gel sachet pouches in your time capsule, to help absorb any moisture, if you would like to preserve your items for a longer period.

WHERE SHOULD I BURY MY TIME CAPSULE?

We would recommend finding an interior location to 'bury' your time capsule, where it won't be disturbed. A loft or a basement are good options; ideally in a location where it will be protected from the elements. Be sure to pop a sign on the outside indicating when it should be opened i.e. 'Do not open before 2070'.

We don't recommend that you bury your time capsule as they're easily lost that way, in addition to being much harder to preserve. However, should you have grounds at your unit meeting place that are owned and managed by local guiding, then burying your time capsule underground is possible. If you do choose to bury your time capsule outside, be sure to mark the location with a plaque describing the mission of the time capsule, including when it should be opened i.e. 'Time Capsule buried in February 2021 by 50th Guide Guides to mark the regions 50th birthday. Not to be opened until February 2070'. If you are burying a time capsule underground however, you may wish to choose a shorter date such as 10 years, to ensure the preservation of the items, depending on the container you are using.

If burying a time capsule underground, to avoid water getting past the lid, bury the container inside a Ziploc bag, or other airtight plastic wrapping.

Finally, have a sealing ceremony and involve everyone in your unit in the virtual burial of your time capsule. Please wait until COVID restrictions allow to place your time capsule in its final location.

