

Trefoil Guild Handbook



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Trefoil Guild Handbook**

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1 Mission, Vision, Values, Promise & Law

Vision

A better world, by girls

Mission

To be a catalyst for girls empowering girls

Values

The stated values for Girl Guides of Canada-Guides du Canada are stipulated in the Promise and Law:

Promise

I promise to do my best,
To be true to myself, my beliefs and Canada.
I will take action for a better world
And respect the Guiding Law.

Law

The Guiding Law challenges me to:

- be honest and trustworthy
- use my resources wisely
- respect myself and others
- recognize and use my talents and abilities
- protect our common environment
- live with courage and strength
- share in the sisterhood of Guiding.

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2 What is the Trefoil Guild?

The Trefoil Guild is a group for adult members over the age of 30. Trefoil Guild members are registered at the area or provincial level, as determined by each province. Trefoil Guilds are administered according to GGC's policies and procedures.

Members may be active in other aspects of Guiding or involved through the Trefoil Guild to keep in touch with the organization and each other. Trefoil Guild members meet together for the purpose of sisterhood, service and Keeping the Spirit of Guiding Alive.

3 History of the Trefoil Guild in Canada

The History of Trefoil Guilds in Canada was written by Joan McDonnell of Nova Scotia in 1998 at the time of the Gathering in Halifax. Joan collected material from all the provinces. There was talk of Trefoil Guilds in Ontario in the 1940's and a Guild was opened in Woodstock, Ontario in 1959. The Woodstock Trefoil Guild has been recognized as the first official Canadian Guild celebrating 60 years of Trefoil in Canada in 2019. It was registered in the UK, not in Canada. Unfortunately it is no longer operating, so the 1st Victoria Guild in British Columbia is the oldest continually operating Guild in Canada and the first Guild registered with Girl Guides of Canada in 1961.

The first national gathering of Trefoil Guilds was held in 1992 in Langley, British Columbia. Because of its great success, national gatherings have been held in St. Catharines, Ontario in 1995, Halifax, Nova Scotia in 1998, Calgary, Alberta in 2001, Ottawa, Ontario in 2004, Fredericton, New Brunswick in 2007, Kamloops, BC in 2010, Regina, Saskatchewan in 2013, St. Johns, Newfoundland 2016, and Sudbury, Ontario 2019.

4 Trefoil Guild Membership

Each year, information about paying the National membership fee is sent to those members of the guild whose only activity is Trefoil Guild.

- There is no membership fee for those who have received the Honorary Life award or,
- Are 75 years or older (their birth date must be recorded in iMIS, the national membership database)

Women not previously enrolled, can become members after obtaining a Police Records Check (PRC) and paying the national membership fee. All members must fulfill the conditions of membership of Girl Guides of Canada – Guides du Canada before being admitted as a member of the Trefoil Guild.

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5 What do Trefoil Guild Members receive for their membership with Girl Guides?

The intrinsic value of membership within Girl Guides of Canada – Guides du Canada is support for the Movement that is for and about girls. It is support for continuity and growth of Guiding, and our values which are found in our Promise and Law.

Trefoil Guild members are covered by GGC insurance for all their meetings and activities, and their records are actively retained in the GGC database. They also receive the Canadian Guider magazine, the Trefoil Guild Newsletter (TG News) and Provincial newsletters. Members can volunteer in other positions. They may attend the Trefoil Guild Gatherings; and Police Record Checks (PRC) are paid for by National.

6 Can a non-Member of Girl Guides of Canada – Guides du Canada attend Trefoil Guild meetings?

Only members of Girl Guides of Canada – Guides du Canada can attend Trefoil Guild meetings. Non-members may attend a meeting as a guest but if they continue to attend they must become a member by fulfilling the conditions of membership as listed in section four.

7 Screening for Trefoil Guild Members

All adult members of Girl Guides of Canada–Guides du Canada are required to have completed the adult screening process. If you have someone who is new to your Guild and you are not sure if she is already a member, contact your Provincial/Area office and they will be able to check the iMIS records and tell you what screening steps are required.

New Adult members can now register on-line through the National website. If you or the individual do not have access to internet, a paper copy can be provided.

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8 Police Record Checks for Trefoil Guild Members

All Trefoil members (including members with the Honorary Life Award) are required to have completed a Police Records Check (PRC) or a PRC Exemption Form as well as having the screening process completed if they have been out of Guiding.

A new PRC must be done every three years and must be received **before** the current PRC expires. There is no charge to the members, provided the PRC is completed through Backcheck.

1. The member will receive at least three (3) reminders (email and letter) from the Provincial office indicating that she needs to renew her PRC. Included in the reminders is the link to the online PRC renewal process. Using the link provided in the e-mail ensures that the individual is not required to pay for the PRC.
2. At the point of PRC expiry, the National office will cancel the individual's membership in iMIS and will mail a notice of membership cancellation.

Ensuring the PRC is completed is the responsibility of the Member. PRC expiry dates can be found in individual member profiles on [Member Zone](#).

PRC Exemptions may be granted to members who meet all the following criteria:

- Do not have any contact with girl members
- Do not hold a position within Guiding including Trefoil Guild positions such as Guild Lead or Treasurer.
- Unable to obtain a valid PRC (e.g. in a nursing home, has health circumstances that prevent participation, member is out of the country for an extended period of time)

The PRC Exemption form can be found on [MemberZone](#). The completed form is sent to the Membership Support Administrator. If you do not have access to the Internet, contact your Provincial Office.

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9 Guild Operations

Each Guild will now have a Guild Lead, with no definite term. However, the Guild Lead should be voted on by the Guild members on an annual basis. The Treasurer of each Guild must meet the criteria for membership in Girl Guides of Canada – Guides du Canada as defined by *Guiding Essentials* and must have a current PRC. The Treasurer is to be elected annually up to a term of 5 years.

Other Guild members may be designated for duties if required. Guilds decide their own programs of activity and frequency of meetings.

The Guild meets as often as is convenient for their members though regular attendance at meetings is not a requirement of membership. The usual meeting intervals are monthly or quarterly.

10 Starting a new Guild

A Trefoil Guild can be started by a group of members by contacting the Provincial Trefoil Guild Liaison. New Trefoil Guilds are registered through the Provincial/Area office.

Guilds elect their own Treasurer. Each Guild must have a Guild Lead as a contact for the Guild.

11 Provincial Trefoil Guild Liaison

The Provincial Trefoil Guild Liaison has a term of three (3) years,

- Acts as a liaison between province and local Trefoil Guilds and works closely with the National Trefoil Liaison.
- Submits bi-annually a Provincial Report to the National Liaison.
- Answers enquiries pertaining to the Trefoil Guilds.
- Encourages and identifies recruitment opportunities for Trefoil Guild membership.
- Ensures that all Trefoil publications are reviewed and kept current.
- Advises potential Guilds and potential Lone Guild members on registration procedures.

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12 Finance

The management of all finances within the organization is subject to both National policy and Provincial procedure. As is stated in *Guiding Essentials*, all funds must be managed with extra care. All funds are subject to public scrutiny and there is zero tolerance for misrepresentation or misappropriation.

The National Fundraising Policy (Governance Policy 01-19-01) and the Fundraising & Travel Guidelines and FAQ's may be accessed through Member Zone. This policy clearly describes the objectives of fundraising.

Trefoil Guild Members cannot fundraise for adult only activities and/or administrative costs including, but not limited to, items such as payment of Trefoil Guild membership fees or Trefoil Guild activities.

Trefoil Guilds are not allowed to pay for a WAGGGS country membership for WAGGGS.

Trefoil Guilds are encouraged to raise funds to help subsidize girl membership, girl camp fees, girl travel, girl uniforms and GGC scholarships.

Each Provincial jurisdiction will have its own banking processes, please check with your Provincial office.

13 Trefoil Guild Clothing

Wearing a uniform is a Girl Guide tradition that remains relevant today. It's a way of showing that we're a united, inclusive organization that all girls and women can join. Having a uniform provides a sense of pride and belonging for all members of Guiding.

The Girl Guide uniform is one core piece for both girls and women – a navy blue T-shirt or tunic – creating a united look for all our members. This concept enables girls and women to participate comfortably in a wide range of activities, while offering good value for members and ensuring the uniform is not a barrier to membership. Members wear their uniform when participating in Guiding events and representing Girl Guides in the community.

Trefoil Guild members can also purchase a Trefoil Guild fleece jacket or t-shirt.

Members may wear the Trefoil Guild Pin in or out of uniform. Purple is the identifying colour for Trefoil Guilds in Canada.

The National guidelines restrict the design and production of Trefoil Guild merchandise unless it is for a specific Trefoil Guild event e.g. the national gathering. The National event merchandising guidelines can be found [here](#).

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14 Membership Pins

Every 5 years, membership pins are provided to an individual by each Guild or in Ontario by the province. Guilds may purchase membership pins for years 1 to 4, 6 to 9 and 11 to 14. After 15 years of membership, pins are only available in 5 year increments. Years of membership include those as a girl member.

15 Contacts – Contact your local [Provincial office](#).