

BC Trefoil Handbook



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Vision

Girl Guides of Canada-Guides du Canada, the organization of choice for girls and women, makes a positive difference in the life of every girl and woman who experiences Guiding so she can contribute responsibly to her community.

Mission

Girl Guides of Canada-Guides du Canada enables girls to be confident, resourceful and courageous and to make a difference in the world

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

What is the Trefoil Guild?

The Trefoil Guild is part of the worldwide Girl Guide movement. Trefoil is open to women over the age of 30 who have been enrolled in Guiding or who are willing to be enrolled. Members may be active in other aspect of Guiding although this is not required. -

Members accept the following responsibilities:

- To maintain the spirit of the Promise and Law.
- To carry that spirit into the communities in which they live and work.
- To give support to Guiding.

With their background of Guiding, fully screened members -with the required current Police Records Check (PRC) would be particularly qualified to give practical help in Guide activities, such as teaching or testing for badges, assisting at -unit , District or Area events, sharing Guiding history, etc., as well as helping with fundraising (acceptable standards of fundraising methods for the Girl Guides of for the Girl Guides of Canada – Guides du Canada and BC Standards apply equally to the Trefoil Guilds).

The Girl Guide Area, in which a Trefoil Guild is located, may wish to invite a Trefoil Guild representative to attend its meetings. This has proven to be a good way to keep the Guilds in touch with events in Guiding, and also to inform Guiding about the Trefoil Guild's activities. Reports to the Provincial Membership Committee are made by the Provincial Trefoil Guild Liaison.

1. History of the Trefoil Guild in Canada

The earliest known registered Canadian Trefoil Guild, continuously active since its start, is the 1st Victoria Guild. This Guild was registered at Girl Guide Headquarters on June 2, 1961. This Guild later divided into the 1st and 2nd Victoria Guilds. The 1st Ottawa Guild, together with Cowichan District and Vernon Guilds in British Columbia, began during the 1960's and in 1974, a fifth British Columbia Guild, Burnaby Royal Area Guild, was formed. In June 1975, four of the five BC Guilds met together in Vancouver for their first joint Gathering.

In March 1976, the BC Provincial Commissioner appointed a Trefoil Guild Liaison to act as a link between the Council and Guilds. In June of that year, another joint gathering was held in Vancouver where a draft "British Columbia Trefoil Guild Organization and Aims" was drawn up. The Provincial Council approved this at their meeting in September 1976. The early version became outdated and in August 1986 the Provincial Commissioner approved a British Columbia Trefoil Guild Handbook.

In the meantime, the 1st Ottawa Trefoil Guild had been in touch with Guilds in British Columbia, and in 1977 the latter made enquiries through their Provincial Council, to find out whether any other province had Trefoil Guild with whom they could correspond. Alberta Girl Guides then appointed a Trefoil Guild Co-ordinator to organize Trefoil Guilds in that province. Since then the Trefoil Guild has grown, and is now active in every province in Canada.

The first national gathering of Trefoil Guilds was held in 1992 in Langley, British Columbia. Due to 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, British Columbia in 2010, Regina, Saskatchewan in 2013, St. John's, Newfoundland in 2016, and will be held in Sudbury Ontario in 2019.

2. Provincial Trefoil Guild Liaison

The BC Trefoil Guild Liaison is a Member of the BC Membership Committee. She is nominated by members of the BC Trefoil Guilds and the BC Membership Committee, elected by the Trefoil Guilds and appointed by the Provincial Membership Adviser. She has a term of three (3) years.

The Provincial Trefoil Liaison:

- Acts as the liaison between BC Council via the Membership Committee
- Answers enquiries pertaining to the Trefoil Guilds
- Encourages and identifies recruitment opportunities for Trefoil Guild Membership
- Attends the Rendezvous meeting held each spring
- Sends out registration package for National Gathering to all BC members
- Attends the National Gathering held every three years
- Attends Membership Committee meeting, and reports on the activities and concerns of the Trefoil Guilds.
- Submits an annual report and budget to the Provincial Membership Adviser
- Ensures that all Trefoil publications are reviewed and kept current
- Advises potential guilds and potential Lone Guild Members on registration procedures
- Encourages Guild Members to provide information on their Guilds for the *BC Bulletin*
- In conjunction with the Provincial Trefoil Liaison prepares the *BC Bulletin* for publication each fall and spring

3. Guilds

Every Guild is required to have a President. The President, Vice-President (if desired), Secretary and Treasurer of each Guild must meet the criteria of membership in Girl Guides of Canada – Guides du Canada as defined by Guiding Essentials. They are to be elected by their Guild. Their term of office is three (3) years, except for the treasurer who has a maximum of a five (5) year term. They *cannot* be re-elected to the same office until after a lapse of one year other Guild Members may be designated for particular duties if required. Guilds decide their own programs of activity and frequency of meetings. The whole Guild should meet once a year for an annual meeting, at which time, if necessary, a new executive is elected. Names of the executive should be sent to the Provincial Trefoil Liaison.

Starting a New Guild

A Trefoil Guild can be started by a group getting together and contacting their Area Commissioner. New Trefoil Guilds are registered through their Guiding Council with the assistance of the Area Commissioner and registered to the Area.

The Guild should manage its own affairs.

Membership

Members may be active in other aspects of Guiding - although it is acceptable to be involved only as a Trefoil member. Trefoil Guild Members meet together for the purpose of sisterhood, service and keeping the Spirit of Guiding Alive

Women who have not previously been enrolled but are willing to make the Guide Promise may become Members. They must fulfill the conditions and screening requirements of Girl Guides of Canada – Guides du Canada before being admitted as a Member of the Trefoil Guild.

Upon joining the Trefoil Guild, members are asked to accept the wider responsibility of Guild Membership as follows:

- To keep alive the spirit of the Guide Promise and Law
- To carry that spirit into the communities in which they live and work
- To give support to Guiding

They are then entitled to wear the Trefoil Guild pin. As most members have made their Guiding Promise previously, they are “admitted” not “enrolled” into the Trefoil Guilds. A short *admission ceremony* may be used. See the back of this handbook for a suggested format. Some Guilds prefer to make up their own ceremonies.

All Trefoil Members are required to have a current Police Record Check (PRC) or PRC exemption.

PRC's (Police Record Check) & Trefoil Members

All adults wishing to maintain their membership in GGC are required to have a current PRC on record (in iMIS). A PRC exemption may be granted for a member who has no contact with girls, such as those members in a nursing home. Please enquire through your Area Commissioner.

We understand that many of the long-term members feel uncomfortable with the PRC requirement. Please understand that in the world we currently live in there is a need to demonstrate that the organization has done everything within its ability to maintain public trust and confidence. This means we screen ALL members, to ensure the safety and well-being of both girl and adult members. We thank and respect that many of you worked to earn the stellar reputation of Girl Guides of Canada – Guides du Canada. In order to protect the integrity of the organization that you helped build, we need to be

able to demonstrate that all adult members are screened, and have had a PRC completed. We don't want to leave the organization open to criticism and distrust by exempting some members. With this high standard, the public, as well as our Membership can be reassured that we are still an organization of integrity with which they can trust their daughter.

A new PRC must be done every three (3) years and must be received **before** the current PRC expires.

In order to ensure the safety of our girl Members, Girl Guides of Canada is no longer offering a grace period to renew a PRC once it has expired. Under the new process, members will be cancelled if they do not have a current 'clear' PRC.

1. National sends out notification by email on the 1st and 2nd month prior to expiry to all members.
2. Province sends out notification by email or postal mail the current month of expiration
3. At the point of PRC expiry, iMIS will cancel the member and the National Office will send a notice of Membership cancellation.
4. PRC's are now obtained through Sterling BackCheck either by on-line link or by a paper version of the on-line process.

Permanent Police Record Check Exemption (PRC) for Members at age 75

The Board of Directors - approved a motion permitting Members who did not have contact with any girl Members and who hold no position within Guiding- other than activity in a Trefoil Guild, to apply for a permanent PRC exemption when they turn 75 years of age.

In making this change, Girl Guides of Canada – Guides du Canada recognizes the status of these senior Members and respects their wishes to remain Members, without the requirement to renew their PRC exemption every three years.

This permanent exemption for Members over the age of 75, however, will not automatically be granted at their birth date. Those who qualify must apply for this on a one time basis. The following guidelines establish what GGC considers are the conditions under which a GGC Member over age 75 may be granted a permanent exemption:

- a) Birth date must be recorded in iMIS
- b) May not work regularly with girls in Unit meetings
- c) May not attend or participate in overnights, camps or weekends where girl members are in attendance
- d) May not handle GGC funds

Q. If I am PRC Exempt, can I be counted in the supervision ratio?

A. Without a PRC you cannot be counted in unit supervision ratio and cannot be left alone one-on-one with a child who is not your own immediate relative (i.e. granddaughter, niece). You may

support a group of girls while under the supervision of a fully screened (including a PRC) and registered adult Member.

Q. What do you mean by occasionally assist in a Unit? How can I tell when I need a PRC?

A. If you attend a Unit meeting once or twice a year to lead the girls in an activity, a PRC is not required. However, if you are interacting with girl Members as a helper, more than twice a year, you must get a PRC.

Q. If I occasionally help at camp do I require a PRC?

A. All adults who go to camp and stay overnight or spend the day (for example to work in the kitchen), require a PRC even if they are not working directly with girls.

If you attend a camp for a few hours to lead girls in an activity such as a nature hike or to do a craft you would be considered a resource person and would not require a PRC. The girls must be under the supervision of a fully screened Guider with a current, clear PRC. You would not be permitted to stay overnight.

Q. Do I need a PRC to attend a sleepover?

A. If you are in contact with children who are not your own immediate relatives, you must have a PRC on file.

New Trefoil Guild Members

1. If the person wishing to join the Trefoil Guild is currently a Guiding Member- the Area iMIS support member should be notified. She will add the Trefoil activity to the Member's record.
2. If the person wishing to join the Trefoil Guild is not currently a Guiding Member she must complete the screening process in accordance with Girl Guides of Canada policy.

Screening involves and adult membership applications, interview, at least two reference checks, a police record check (PRC) and *Orientation to Guiding* training. Screening forms are available on our National website (www.girlguides.ca) or register on-line under Join Us. Please be sure current forms are being used. Old and outdated forms can not be processed.

Screening of Adult Members

New Members to Guiding (Current members do not need to re-apply, they simply request they be added to the Guild they wish to join)

1. Membership applications can go through the Guild president or directly to the Provincial office. Membership procedures are constantly changed and updated. For the most up to date procedures, please refer to the Membership Resource manual found on the GGC BC Council Website under Volunteer resources – Membership Building – BC Resource manual. The password is 1476
2. **A potential member is not a Member of Girl Guides of Canada until the screening process is complete. She should not be treated as a Member or be granted any membership privileges.**
3. Encourage your PMBR (potential member) to promptly start her police record check when she receives the email link from Sterling Talent Solutions (Sterling BackCheck) or the paper version of the BackCheck process from the Provincial Office.
4. The Orientation to Guiding document is to be given to the applicant prior to the interview. To meet the screening requirement, the PMBR must read and discuss Orientation to Guiding with the screener during the interview (see question 2 on the S.2 Interview form).
5. Complete the interview as soon as possible (reference check will be done by BackCheck)
6. If desired, arrange for an appropriate mentor to be assigned and notify your area iMIS support member so the mentoring relationship can be entered in iMIS.
7. Forward all completed paperwork to the Provincial Office. Refer to the Guider Resource Manual located on the BC Website for further screening and registration procedures (*Volunteers-Guider Resources-Membership Building – BC Guider Resource manual – password 1476*).
8. A potential member who has been refused membership due to incomplete screening is not entitled to register as a non-member. She must complete the screening process and then be reactivated as a Member of GGC.

Returning Members (absent less than two years)

1. A returning Member must - reapply using the application process but a formal interview, reference checks and *Orientation to Guiding* are not required.
2. As soon as the paper registration application or on-line application has been received please send it to the Provincial Office where her previous record will be reactivated and again will become a Potential Member until all screening has been completed.

3. She will be sent a link to BackCheck if one is needed.

Returning Members (absent more than two years)

A member returning after an absence of more than two years is considered to be a new member and must complete the full screening process. (see “New Members” or refer to the BC Guider Resource Manual on-line on the BC Website)

Dues

Guild Dues are decided upon by each Guild to cover their operating expenses. Guilds **MUST** adhere to Girl Guides of Canada financial policies and procedures as outlined in the current edition of *Guiding Essentials*.

Girl Guides of Canada – Guides du Canada National Membership fees are paid at the Provincial level where the Guild is registered.

Pin and Crest

The Trefoil Guild Membership pin is available from the National Merchandising Centre. All Members are entitled to wear the Trefoil Guild pin with the appropriate adult uniform or out of uniform.

The BC Trefoil Guild crests, ribbons and scarves are available through the Provincial Trefoil Guild Liaison.

Uniform

Appropriate adult uniform or Trefoil clothing is available through the National Merchandising Centre. A purple ribbon may be worn with the Trefoil Guild pin, to identify Trefoil Guild Members.

Awards and Recognition of Service

Guild Membership counts towards years of service within the organization. However, pins are only given at certain levels and are not entered onto their records. Members are eligible for guiding awards.

Publications

The *BC Bulletin* is issued twice yearly, to all registered Members. A *National Trefoil Guild Newsletter* is also issued twice yearly. Members also receive *The Canadian Guider* and *Pipeline*. Other publications may be obtained from the National Merchandising Centre.

The Trefoil, a quarterly magazine published by Commonwealth Headquarters in London, is available by subscription. Canadian and other overseas news is included, if sent in by Guilds.

International Scout Guide Fellowship (ISGF)

ISGF is an organization for adults wishing to keep alive the ideal of service specific to the Scout and Guide Promise, keep in touch with Scouting and Guiding, be present in all countries where Scouting and Guiding are alive (in order to better support them worldwide) and to maintain and strengthen contacts with all ISGF Member Organizations.

Individual Trefoil Guild Members may also be Members of ISGF. This is a personal choice.

The Trefoil Guild may have a Liaison Member to ISGF.

ISGF information received may be included in the *BC Bulletin*. An ISGF representative may be asked to present a report to the BC Trefoil Guild Rendezvous.

B-P Guild

The organization for former Members of the Scout Organization is the B-P Guild. It is organized and administered separately from the Trefoil Guild, but there is scope for cooperation between the two Guilds in such events as International Day celebrations, World Thinking Day meetings, helping at Guide/Scout events and in community matters. It is to be hoped that Trefoil Guilds will cooperate with B-P Guilds in such matters of mutual concern as may seem appropriate for joint action.

Suggested Trefoil Guild Admission Ceremony

President

As Members of the Trefoil Guild, we witness that Guiding is an attitude of mind and a way of life and we are ever mindful of the challenge, "Once a Guide, always as Guide".

Are you willing to undertake the responsibilities of Membership by helping us to keep alive the spirit of the Guide Promise and Law, carrying that spirit into the community in which you live and helping the Guide organization in whatever ways you can?

Response: I am

(Shaking Hands) We welcome you to Membership of the Trefoil Guild (pins on Trefoil pin) and trust you will wear this pin as a symbol of Membership.

We are very glad to receive you as a Member of the _____
(Insert name of your Guild)

For further information about Trefoil Guilds contact:

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