

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.

2 What is the Trefoil Guild?

Trefoil Guild is an activity option for women over the age of 30 who have been enrolled in Guiding/Girl Guides of Canada (GGC) or who are willing to be enrolled as members. Members may be active in other aspects of Guiding or have held a variety of Guiding roles and now choose to be less involved.

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 of 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 United Kingdom, 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.

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The first National Gathering of Trefoil Guilds was held in 1992 in 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 and Regina, Saskatchewan in 2013, St. Johns, Newfoundland 2016, and Sudbury, Ontario 2019.

4 Trefoil Guild Membership

Membership is open to women 30 and over who have been enrolled in Girl Guides of Canada or who are willing to be enrolled as members

Members may be active in other aspects of Guiding or have Guiding roles and now choose to be less involved. 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 fulfill the conditions of membership of Girl Guides of Canada-Guides du Canada before becoming members of a Trefoil Guild. Conditions of membership include completing the screening process, providing a current Police Records Check (PRC) and paying the national membership fee.

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 and older (their birth date must be recorded in iMIS, the GGC national membership database)

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 iMIS, the GGC data base. They also receive the Canadian Guider, the National Trefoil Newsletter TG News and Provincial newsletters. Members may wear the adult uniform and may volunteer in other positions. They may attend the Trefoil Guild gatherings at their own expense. Police Record Checks (PRC) are paid for by the National office.

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 regularly 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 4.

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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 online through the National Web-site. If you or the individual do not have access to the Internet, a paper copy can be provided.

8 Police Record Checks for Trefoil Guild Members

All Trefoil Guild members (including Honorary Life award recipients) are required to have completed a the screening process, completed current Police Records Check (PRC) or a PRC Exemption Form if their membership has lapsed.

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

1. The member will receive at least three (3) reminders (email and letter) from her Provincial office indicating that she needs to renew her PRC.
2. At the date of PRC expiry, the National office will cancel the individual's membership in iMIS and will mail her 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 in Member Zone at https://www.girlguides.ca/web/MZ/MZ/Sign_In.aspx

Included in the reminders is the link to the online PRC renewal process. Using the link provided in the email ensures that the individual is not required to pay for the PRC.

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 recorded in iMIS including Guild Lead or Treasurer.
- Are 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 at <http://forms.girlguides.ca/Shared%20Documents/appregrec/EX3.pdf> and the completed form is sent to the Membership Administrator in your Province. 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 listed in iMIS. The Guild Lead position has no definite term but should be elected 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 consecutive years.

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

Each 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 getting together and 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 and:

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

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. There is zero tolerance for misrepresentation or misappropriation.

The National Fund-Raising 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.

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Trefoil Guilds are not allowed to pay for a World Association of Girl Guides and Girl Scouts (WAGGGS) country membership.

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

Girl Guides of Canada is a uniformed organization. The uniform clearly identifies members of GGC and it is recognized and respected by the public. Uniform is a personal purchase.

Members who participate in the Trefoil Guild activity have the option of purchasing a purple fleece jacket or T-shirt with the Trefoil Guild crest but these are not considered formal uniform.

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

14 Membership Pins

Membership pins are provided to an individual by each Guild. Guilds may purchase membership pins for any years 1 through 15, and thereafter at five-year intervals of 20, 25, 30, etc... Years of membership include those as a girl member.

15 Contacts – Contact your local Provincial office or:

https://girlguides.ca/WEB/GGC/Parents/Provincial_Contacts/GGC/Join_Us/Provincial_Contacts.aspx