

Trefoil Guild Handbook



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For additional support or questions about this handbook, please contact
Provincial Trefoil Guild Liaison (see contact list inside)

Contents

1. Mission, Vision, Values, Promise and Law	3
Vision.....	3
Mission	3
Values	3
Promise	3
Law.....	3
2. What is the Trefoil Guild?	3
3. History of the Trefoil Guild in Canada	4
4. Trefoil Guild membership	4
5. What do Trefoil Guild members receive for their membership with Girl Guides?	4
6. Can a non-member of Girl Guides attend Trefoil Guild meetings?	5
7. Screening for Trefoil Guild members	5
8. Police Record Checks for Trefoil Guild members	5
9. Guild operations	6
10. Starting a new Guild	6
11. Provincial Trefoil Guild Liaison	6
12. Finance	6
Unified Banking guidelines for Trefoil Guilds.....	7
Notes	7
A Trefoil Guild doesn't require a Unified Banking Account if it:.....	8
Notes	8
Revenue –	8
Expenses –.....	8
13. Trefoil Guild clothing.....	9
14. Membership pins	9
15. Contacts	9
Provincial Trefoil Guild Liaisons	9



1. Mission, Vision, Values, Promise and 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?

The Trefoil Guild is a group for adult members 30 years of age and older. Trefoil Guild members are registered at the area or provincial level, as determined by each province. Girl Guides of Canada (GGC) has an Internet Guild, whose members are registered at the National level. Trefoil Guilds are administered according to GGC's policies and procedures. As the role of a Guild is a support activity, Guilds do not have any representation on councils. Each province may appoint a Provincial Trefoil Guild Liaison and the Liaison reports to the council on the different Guilds' activities as explained in the position description. Trefoil Guild members can be Unit Guiders and contribute to local, provincial and national committees. These members can meet in groups and be active in other aspects of Guiding.

A Trefoil Guild may include the following roles:

- Guild Lead – Informal term, reviewed annually
- Treasurer – Elected annually; term is a maximum of 5 years. If necessary, this can be extended with approval.



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. While discussions about Trefoil Guilds in Ontario date back to the 1940s, the first known Guild was opened in Woodstock, Ontario, in 1959. Recognized as the first official Canadian Guild, the Woodstock Trefoil Guild celebrated 60 years of Trefoil in Canada in 2019. However, it was registered in the UK rather than Canada. Unfortunately, it's no longer operating, so the 1st Victoria Guild in British Columbia is the oldest continuously 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 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, British Columbia in 2010; Regina, Saskatchewan in 2013; St. Johns, Newfoundland in 2016; Sudbury, Ontario in 2019 and Winnipeg, Manitoba in 2024.

Plans are underway for a national gathering in Montreal, Quebec in 2027.

4. Trefoil Guild membership

Trefoil guild membership is open to adult members aged 30 and older. Individuals who are not yet members of GGC can submit the [adult application](#) to begin their screening process. Once they are fully screened members, they can join a Trefoil Guild.

Each year, Trefoil Guild members are asked to renew their Trefoil Guild membership and pay the membership fee, if applicable. However, there is no membership fee for those who have received the Honorary Life Award or are 75 years or older, provided their birth date is recorded in the membership database.

Members may be active in other aspects of Guiding or choose to focus on being a guild member. Trefoil Guild members meet for the purpose of sisterhood, service and Keeping the Spirit of Guiding Alive.

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. Trefoil Guild membership helps ensure the continuity and growth of Guiding and values found in the Promise and Law.

Trefoil Guild members are covered by GGC insurance for all their meetings and activities and their records are actively maintained in the GGC membership database. They receive communications from



national and provincial councils to stay up to date. Members may wear the adult uniform, volunteer in other GGC positions and attend the Trefoil Guild Gatherings at their own expense.

6. Can a non-member of Girl Guides attend Trefoil Guild meetings?

Only members of GGC can regularly attend Trefoil Guild meetings. Non-members may attend a meeting as guests but if they continue to attend, they must complete the screening process to become a member and pay the membership fee, if applicable.

7. Screening for Trefoil Guild members

All adult members of GGC are required to complete the adult screening process. If there is someone who wants to join a Guild and is unsure if their membership is current, contact the Membership Screening team to confirm what screening steps are required.

The [adult membership application](#) is available online. If an individual doesn't have internet access, a paper copy of the application form can be provided.

8. Police Record Checks for Trefoil Guild members

Trefoil Guild members (including those with the Honorary Life Award) are required to have a valid Police Records Check (PRC) or a PRC Exemption Form recorded on their member profile.

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

Members will receive at least two reminders from the Membership Screening team detailing how to complete the PRC renewal. The link to complete renewal using Sterling Backcheck will be included in the reminder email and if used, the member will not need to pay for the PRC.

If a PRC expires, the individual's membership will be cancelled and a notice of this update will be sent via mail. 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 are available to members who meet the following criteria and apply for a PRC Exemption using [EX3 form](#):

- Don't have any contact with girl members – including organized community events
- Don't hold a position at GGC, including Trefoil Guild positions such as Guild Lead or Treasurer



- Are unable at this time to obtain a valid PRC (e.g., out of the country for an extended period of time, have a health circumstance that prevents participation or are living in a long-term care facility)
- Meet one or more of the above criteria and is 75 years of age or older

Once completed, the form can be emailed to the Membership Screening team (screening@girlguides.ca). If internet access is a concern, the form can be mailed to the Membership Screening team.

9. Guild operations

Each Guild has a Guild Lead listed in the membership database. The Guild Leads don't have fixed terms but should be voted on by the Guild members annually. The Treasurer of each Guild must meet GGC's membership criteria, as defined by *Guiding Essentials* and must have a current PRC. The Treasurer is elected annually up to a term of 5 years.

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

Guilds meet as often as is convenient for their members, though regular attendance at meetings isn't 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 opened through the Member and Unit Support team.

Each Guild must have a Guild Lead as the primary contact. Guilds elect their own Treasurer, especially if they use Unified Banking. However, having a bank account is not mandatory.

11. Provincial Trefoil Guild Liaison

To review the position description of the Provincial Trefoil Guild Liaison, please visit [Member Zone](#).

12. Finance

The management of all finances within the organization is subject to both national policy and provincial procedure. Currently all GGC banking falls under Unified Banking.



Unified Banking guidelines for Trefoil Guilds

A Trefoil Guild must have a Unified Banking Account if they:

1. Meet on a regular basis to plan, execute and promote girl, youth or adult Guiding activities. Such as camps, skills days, program activities, etc. These events can be for girls, youth, Guiders or Trefoil Guild activities. Revenue and expenses will need to go through the Unified Bank Account.
2. Participate in other approved fundraising activities.
3. Sell GGC cookies.
4. Collect dues or regular fees to offset Guild expenses, should the Guild need funds to operate

Notes

Dues can be deposited into a Guild's account to pay for administrative costs, such as postage, crests, etc. The amount collected should reflect the annual cost required to run a Guild. If dues aren't fully used, the remaining funds can be carried over to the following year. For example, Guild Crests can be purchased with dues, but this may only be necessary every 3-4 years.

Guilds should be using any funds coming into their Guilds for Guild activities. Most with Unified Bank accounts do so as a cost recovery. Guilds without Unified Banking have to operate on a pay-as-you-go method. There should be no building up of an account balance. Funds should be used as they come in.

Adult Guiding activities are planned events for adult GGC members. Social events, on the other hand, are informal gatherings or get-togethers.

If a Guild sells cookies or fundraises (e.g., bottle drive, silent auction etc.), a Unified Banking account is required. The fundraised money can be tracked in Unified Banking and it can be proven that it was spent to support girl activities.

If a Guild collects dues or fees for a Guild event (e.g., a Guild camp), Unified Banking can track and prove that the collected funds were spent on Guild expenses. There must be a clear distinction between fundraised funds (which can only be spent on girl support) and fees collected for operational expenses.

If a Guild doesn't sell cookies, fundraise or collect dues and operates on a strictly user-pay basis, then a Unified Banking account isn't required, but it can be opened if the Guild chooses to.

If a Guild collects Canadian World Friendship Fund (CWFF) money, it should be forwarded to National, Province or Area levels, or sent via cheque to the National Office.

If a member pays the dues or GGC membership fees for another member within the Guild, this is allowed.

Unified Banking allows for details of the revenue deposited to be explained in the comment box.



A Trefoil Guild doesn't require a Unified Banking Account if it:

1. Only meets for social activities, such as coffee outings or visiting local community events, any associated costs should be paid directly by the members participating at the time of the event. Payment will go directly to organizers to offset their costs
2. Doesn't sell cookies.
3. Doesn't participate in any fundraising activities.

Notes

If a Guild doesn't have a Unified Banking Account, certain financial allocations can take place, even if the Guild manages its own finances.

CWFF donations include funds collected for World Thinking Day or other CWFF fundraising efforts. After the deposit, the unit is required to request a transfer to Provincial or National levels to forward the funds to the Canadian World Friendship Fund.

Whether using a Unified Banking Account or a personal account, revenues and expenses should be allocated using the Allocation Lists from Unified Banking. Copies can be found on Member Zone under Guider Resources and Unified Banking, if needed.

Revenue –

Dues - Dues collected from Guild Members - weekly, monthly, annually, semi-annually etc. Also, administrative fees collected by the District from Units

Special Events - Revenue collected for a day event organized by the unit, Area or Province. If the majority of the participants are 15 years or older (Rangers and Trefoils), the event is subject to GST/HST under the Taxable Activity (Extract Tax).

Expenses –

CWFF - Transfers are only made when the unit submits a transfer request to forward collected CWFF funds from the unit to Province or National.

Postage and courier postage costs - (i.e., pen pal letters) and shipping fees related to unit purchases.

As outlined 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 Fund-Raising Policy ([Governance Policy 5.2.8](#)), the Fundraising and Travel Guidelines and FAQs may be accessed through Member Zone. This policy clearly describes the objectives of fundraising.

Trefoil Guild members can't 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 WAGGGS country membership fees.

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



13. Trefoil Guild clothing

GGC is a uniformed organization, with the uniform serving as a recognizable and respected symbol of membership. Trefoil Guild members wear the adult member uniforms. However, all previous adult uniforms remain acceptable.

Trefoil Guild members also have the option of purchasing a purple-fleece jacket or T-shirt with the TG crest, but these items aren't considered a part of the formal uniform.

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

14. Membership pins

Membership pins are provided by each Guild, which may purchase membership pins for years 1 through 15, as well as 20, 25, 30 and beyond. Years of membership include time spent as a girl member.

Each Provincial Council sets up its own process to award pins to Trefoil Guild members.

National mails out 50+ year pins to individual Trefoil Guild members.

15. Contacts

Provincial Trefoil Guild Liaisons

Name	Council	Email
Jan McCaghren	Alberta (Alberta, NWT, Yukon)	any-trefoil@girlguides.ca
Brenda Fraser	British Columbia	bc-trefoil@girlguides.ca
Christine Furgala	Manitoba	mb-trefoil@girlguides.ca
Carmel Hambrook	New Brunswick and Prince Edward Island	nb-trefoil@girlguides.ca
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Meg Stock	Ontario and Nunavut	on-trefoil@girlguides.ca
Ellen Gauthier Angie Kruller	Quebec	qc-trefoil-trefle@guidescanada.ca
Kay Peters	Saskatchewan	sk-trefoil@girlguides.ca
Heather Goacher (AKA Craft)	1 st Canadian Internet Trefoil Guild (1CITG)	1stcdninternettrefoilguild@gmail.com
Manpreet Perhar	National GGC ~ Specialist, Adult Membership	perharm@girlguides.ca
Darlene Kent	National TGL	trefoilguildliaison@girlguides.ca

