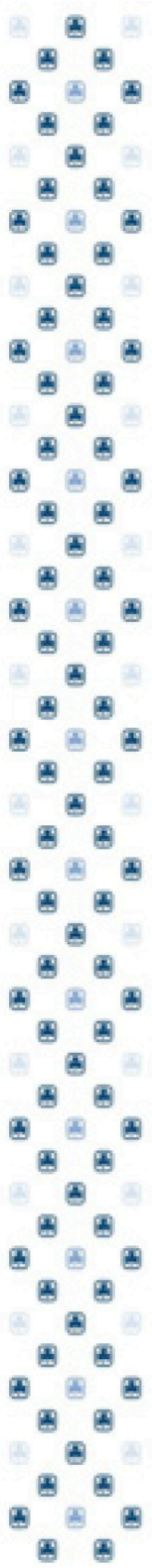
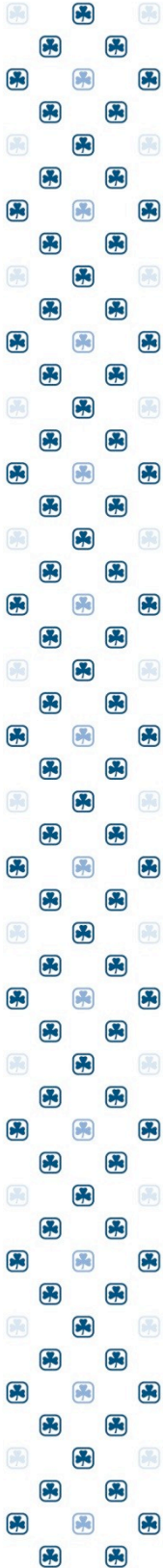


Trefoil Guild Handbook



Manitoba Council
September 2016





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Acknowledgement: The author gratefully acknowledges the British Columbia Trefoil Guild Adviser and Ontario Trefoil Guild Adviser for permission to adapt the BC and ON Trefoil Guild Handbook for Manitoba Council

1 Mission, Vision, Values, Promise and Law

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 communities.

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

Guiding/Embers 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/Embers 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 or who are willing to be enrolled. 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 and Manitoba

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 1940s and a Guild was opened in Woodstock, Ontario in 1959. 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.

In the fall of 1981, Evelyn Williams, Winnipeg Area Commissioner asked Gwen Muir, St. Boniface Division Commissioner to form a Trefoil Guild for the Winnipeg Area. This Guild was registered October 6, 1981.

The Portage Guild was started in September of 1986 with Hilda King as president. This guild languished after 10 years and was reorganized in 1997 by Audrey Bond.

The Assiniboine Area Guild was formed October 30, 1989 with Bea Jolly as president. In 1995 a second guild, Brandon District, was established by a group of newly retired Guiders who wanted to be a resource to the Guiding community.

The Southeast Winnipeg Trefoil Guild was formed in 1998 with some members from the Winnipeg Guild and St. Boniface Guiders. This Trefoil Guild is now closed.

In 2000 the Pembina Trail Guild was registered with Connie Fillion as president. The 1st Flin Flon District Trefoil Guild was registered in May 2000 with Phyllis Broughton as president. In early 2001 Crocus Trefoil Guild was formed with Marjorie Gerrard (Doyle) as president.

We have now added the Charleswood Guild with Sherry McLeod as president and the latest Guild formed is the Pine Nuts Guild with Amber Wiegand as president.

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.

4 Trefoil Guild Membership

Membership is open to women over the age of 30 who have been enrolled in Guiding or who are willing to be enrolled.

Each year, information about paying the national membership fee is sent to Trefoil Guild presidents. If someone is still actively involved in a Unit, District or Area, they pay their fees at that level. If a Guild member is not still actively involved, she pays her annual membership fee through her Guild.

Those having received the Honorary Life award or are 75 years or older (their birth date must be recorded in iMIS, the national membership database) do not pay the national membership fee. Manitoba Council receives no part of this membership fee.

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 make the Guide Promise and pay the national membership fee may become members. They must fulfill the conditions of membership of Girl Guides of Canada–Guides du Canada before being admitted as a member of the Trefoil Guild.

On 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 Guild. 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.

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 and women. It is support for continuity and growth of Guiding, and our values that 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, the National Trefoil newsletter and provincial newsletters and in some cases area newsletters. Members may wear the adult uniform and may volunteer in many ways other than in units and may be council members, mentors and advisers. They may attend the Trefoil Guild Gatherings.

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; pay the membership fee and complete the screening process including providing a current PRC.

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, check with the Manitoba Council office and they will be able to check the iMIS records and tell you what screening steps are required.

If you or the individual do not have access to the Internet, they will also be able to provide copies of the forms.

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.

**Girl Guides of Canada–Guides du Canada,
Manitoba Council, Trefoil Guild Handbook**

We understand that many of the long-term members feel that it is an “insult” for us to require them to complete a PRC. Please understand that this is far from the truth! Many of you helped build this very well respected organization during a time when we trusted our neighbours, teachers, clergy etc. We are now in a new age where society in general is not as trusting as it used to be. In order to protect the integrity of the organization that you helped build, we need to be able to say 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 can be reassured that we are still an organization of integrity with which they can trust their child.

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

1. The member will receive one reminder, one month prior to their PRC expiry. This will come as an email if one is listed in iMIS or in a letter if no email address is listed. This reminder comes from the provincial office indicating that she needs to renew her 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 in Member Zone at www.girlguides.ca . You will need your iMIS number as well as your password to access your records.

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.

If you do not have access to the Internet, contact the Manitoba Council office at 204.774.4475.

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

- Do not have any contact with girl members
- Do not hold a position within Guiding including Trefoil Guild positions such as President, Treasurer, Secretary
- Unable, at this time, to obtain a valid PRC (e.g. in a nursing home, has health circumstances that prevent participation, or the 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 Manitoba Council

9 Guild Operations

The President, Vice-President (if desired), Secretary and 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. They are to be elected by their guild. Their term of office is three (3) years, and can be renewed indefinitely, if mutually agreed upon by the officers and the guild members. 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 Adviser, your Area office, and iMIS Coordinator.

All members of the guild are required to be members of Girl Guides of Canada and have paid, if applicable, the national membership fee.

The guild meets as often as is convenient for their members though regular attendance at meetings is not a requirement of membership. Some members are able to give help or attend meetings only occasionally, but like to keep in touch with Guiding through the guild. The usual meeting intervals are monthly, bi-monthly or quarterly.

10 Starting a new Guild

A Trefoil Guild can be started by a group of Guiders or former Guiders getting together and contacting the Trefoil Guild Adviser stating their intention to start a new Guild. New Trefoil Guilds are registered through the provincial office.

Once you have a name for the new guild and the names of the President, Secretary, Treasurer and Members of the Guild, the information is sent to the iMIS Coordinator to enter into iMIS, the national membership database. It's important that a name be entered into iMIS even if the member holds another position. By doing this, everyone has a record of each position in Guiding.

Guilds elect their own president and executive, manage their own affairs and decide their own programs.

11 Guild Activities

With their background in Guiding, Trefoil Guild members would be particularly qualified to:

Work directly with the girls by ...

- Giving practical help in unit activities such as teaching an aspect of the core program or working with the girls on interest badges.
- Sharing Guiding history, international travel experiences, camp skills, or other special talents.
- assisting at Spark Sprees, Embers Revels or Guide Rallies.
- planning a program day for local units to attend.

Support Guiders by ...

- Hosting a 'meet and greet' for local Guiders by working with the local Commissioner. Maybe hold an idea or resource exchange during the evening?
- Plan an adult campfire to teach the old favorites (and to learn a few of the new songs!).
- Support a local Trainer at an event by assisting with set up, providing refreshments.

Support Guiding through fundraising ...

- Organize a local cookie blitz or mall day that the Guiders just need to sign up their girls to attend and Trefoil Guild members will host.
- Sell cookies and use the profits to help local financially needy girls with uniform or activity fees, or provide monies for the provincial fee subsidy, campership or scholarship funds.
- Organize and/or participate in other acceptable fundraisers (acceptable standards of fundraising for the Girl Guides of Canada–Guides du Canada apply equally to the Trefoil Guilds).

12 Structure of Guiding in Manitoba

The girl and adult Guiding membership is supported both locally and provincially.

Unit Support

Most Manitoba Trefoil Guilds are supported by their Area Council. Some Trefoil Guilds are asked to send a representative to an Area Council meeting as a non-voting member but others do not. It is up to each Area to decide what they want to do. If they do have a representative, Guilds are given more opportunity to participate in their local District/Area activities.

Manitoba Guilds provide the following assistance:

- provide leadership to their District/Area
- provide support as requested or needed
- ensure timely screening of new Guild members

Provincial Trefoil Guild Adviser

The Manitoba Trefoil Guild Adviser is an ex-officio member of the Manitoba Council and the National Trefoil Guild Co-ordinator. She has a term of three (3) years.

The Provincial Trefoil Adviser:

- Acts as a liaison between Manitoba Council and Trefoil Guilds
- Answers inquiries pertaining to the Trefoil Guilds.
- Encourages and identifies recruitment opportunities for Trefoil Guild membership.
- Submits reports as required by the Manitoba Council.
- Ensures that all Trefoil publications are reviewed and kept current.
- Advises potential guilds and potential Lone Guild members on registration procedures.

13 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. All bank accounts are to be in the name of Girl Guides of Canada-Guides du Canada, (TG Name), have at least three signatures one of which is the Area/District Commissioner. All cheques must have two signatures and funds cannot be withdrawn without two signatures.

National Fund Development (Governance Policy 01-19-01) and the Fundraising Procedures and Guidelines may be accessed through Member Zone. This policy clearly describes the objectives of fundraising along with the ethical considerations.

In Manitoba, all funds are held in a Girl Guides of Canada-Guides du Canada bank account.

14 Trefoil Guild Clothing

Girl Guides of Canada-Guides du Canada sells uniforms for girl and adult members. Adult members have their own uniform that is worn by any adult member volunteering at any level within the organization. The adult uniform clearly identifies members of GGC and it is recognized and respected by the public.

The adult uniform has a variety of pieces that members can mix and match to suit their Guiding needs.

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 at https://memberzone.girlguides.ca/policies_and_procedures/merchandise_guidelines/SitePages/Home.aspx.

15 Membership Pins

All membership pins are purchased by individual guilds. 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 i.e. at 5, 10, 15, 20, 25, 30... years of membership. Years of membership include those as a girl member.

Each Guild decides when and where membership pins are presented.

16 Badges/Crests/Insignia

If your guild has a member who is a Unit Guider or someone in contact with an Area Council and they are willing to order on behalf of the guild, she is able to register with the e-store and order these items. The unit or area pays for the pins and the Trefoil Guild reimburses them.

17 Contacts

Provincial Volunteer:

Marjorie Doyle
Trefoil Guild Adviser
Email: doylemj59@gmail.com

Provincial Staff:

Monika Thiessen at MThiessen@girlguides.mb.ca

Manitoba Council Contact info:

Girl Guides of Canada-Guides du Canada
Manitoba Council
213-530 Century Street
Winnipeg, MB R3H 0Y4
204.774.4475
info@girlguides.mb.ca

Appendix A

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 a 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 way you can?

Response: I am

(Shaking hand) 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)

Appendix B

Trefoil Guild Processes for Potential and Present Members

The following items must be completed for membership screening:

- Membership Application form (A.1)
- Two reference checks
- Read Orientation to Guiding
- Police Records Check
- Interview

Until these steps are completed the applicant will remain a potential member. The screening must be completed within four months from the join date (the date they signed their membership application) or they will be cancelled as per national policy.

Potential Member – with internet access and ability to check e-mail

All forms are available on the Girl Guides of Canada website. The Trefoil Guild President or designate will need an iMIS number and password to access the forms.

1. A potential member is given the application package by her Trefoil Guild president or designate (membership application form and image release form), completed application packages can be sent to:

Executive Director
Girl Guides of Canada
213 – 530 Century Street, Winnipeg MB, R3H 0Y4
Fax: 204-774-9271
e-mail: ecullingham@girlguides.mb.ca

2. The TG President or designate reviews the Orientation to Guiding manual with the potential member and then conducts the interview.
3. The interview form is sent to the Executive Director at the Manitoba Council office as above.

The provincial office will handle the police records check and reference checks for these members using BackCheck.

New Member – no internet access

1. The potential member is given the application package including the Contact Information for Reference Checks form.
2. The TG President or designate reviews the Orientation to Guiding manual with the potential member and then conducts the interview.

3. The TG President or designate conducts the reference checks (only two reference checks need to be completed even though we ask for three) using the reference check form.
4. The potential member, with their completed application package, goes to the provincial office to see the staff about getting their police records check done using paper BackCheck application. In order for them to complete their PRC this way they will need two pieces of identification with them and one must be government issued photo ID.

Note: if a member is getting their PRC from a local RCMP or the Winnipeg Police they will need to give Manitoba Council the original copy – they can copy it and return it to them but it cannot be considered valid until the office has seen the original.

Every three years all members of GGC are required to renew their police records checks (PRC) and Code of Conduct.

The month prior to the PRC expiration date the member will receive an e-mail from info@girlguides.mb.ca, sent through an e-mail delivery service called Informz – which is completely secure, giving them the details of how to renew both their PRC and Code of Conduct.

If a potential member lives in an area outside of Winnipeg she may apply at her local RCMP or police station.

Police Records Check and Code of Conduct Renewal – with internet access and ability to check e-mail

1. Mid month the Manitoba Council office will check the iMIS database for those members coming up for renewal in the next month. They receive the following email (if they are in iMIS) or a letter if they are not.
2. The MB Trefoil Guild Adviser will be given a list of those members due for PRCs by the office. She will cross check against TG membership and then she will send an email to the President of the Member involved to remind them that the PRC is due. Presidents will help their members through the process if necessary e.g. sit with them at a computer to complete the form. Presidents of Guilds will follow up with their members when the information is due.

If the PRC is not completed within one month of their PRC expiration date, then that person will be cancelled by the National office and they will have to begin the process of becoming a member of Girl Guides of Canada again by completing the Membership Application Form (A.1) and reading Orientation to Guiding.

Police Records Check and Code of Conduct Renewal – no internet access

1. A present Member, with their completed application package, will go to the provincial office to see the staff about getting their police records check done using paper BackCheck application. In order for them to complete their PRC this way they will need two pieces of identification with them and one must be government issued photo ID.

Sample of the email a member will receive when her PRC is up for renewal:

The image is a screenshot of an email. At the top, the header information reads: From: Elaine Cullingham (ecullingham@girlguides.mb.ca), Subject: ** Informz Test ** Important: Renewal Notice, Date: March 14, 2016 at 12:23 PM, To: Elaine Cullingham (ecullingham@girlguides.mb.ca). Below the header is a placeholder for a missing image with the text "This is a test mailing from Informz." The main body of the email features a banner for the Manitoba Council with the text "Info from Girl Guides MANITOBA COUNCIL" and a trefoil logo. The subject of the email is "Police Records Check (PRC) and Code of Conduct (CofC) Renewal". The date is "March 14, 2016". The recipient is "Dear Keetyn," with a membership number of "1081968". The email states that the member's current PRC and Code of Conduct agreement will expire on a certain date. It provides instructions on how to update the PRC online via the BackCheck portal and how to update the Code of Conduct through the Member Zone. Contact information for BackCheck support and Member Zone help is provided. The email concludes with a thank you and the signature of Elaine Cullingham, Executive Director of the Girl Guides of Canada - Manitoba Council. At the bottom, there are social media icons for Facebook, Twitter, YouTube, and LinkedIn, followed by contact information for the Manitoba Council and a footer for Informz.