

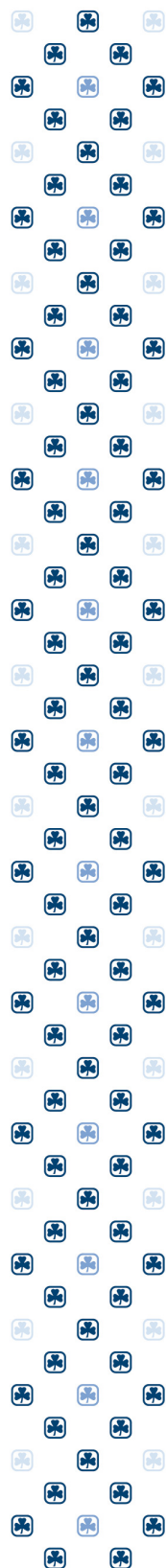
Trefoil Guild Handbook

*Keeping the Spirit
Alive!*



ONTARIO COUNCIL
December 2011

Girl Guides of Canada, Ontario Council
Trefoil Guild Handbook



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1 Introduction

Thank you for your membership in Girl Guides of Canada-Guides du Canada. Not only do you gain personal benefit from Membership but your support of Guiding helps our girls continue to grow.

What a proud history we have of skill building, leadership development and service to others! What a difference Guiding has made in the lives of those involved and in the communities touched by our Members! As we move into our next 100 years, the challenge of adapting to the rapidly changing world in which we live will be even more critical. Yes, we will adhere to the values that have been our foundation for a century but we must be ready and able to provide experiences for our girls and adults that are reflective of the lives they are living today. Girl Guides of Canada, through the refocusing of our Mission statement and a more inclusive wording of our Promise is demonstrating our commitment to both our core purpose ~ providing enriching experiences for girls ~ and ensuring that we are truly welcoming to all Canadians.

I look forward to supporting the Guilds over the coming year. I welcome your ideas, your questions and your suggestions to grow Guiding in Ontario.

Yours in Guiding

Kay Dubie
Provincial Trefoil Guild Adviser
Email address: trefoil.adviser@guidesontario.org

Acknowledgements:

The authors gratefully acknowledge the British Columbia Trefoil Guild Adviser for permission to adapt the BC Trefoil Guild Handbook for Ontario Council.

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2 Mission, Vision, Values, Promise & 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

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.

3 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.

4 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. It was registered in the UK, not in

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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 1st Ottawa Trefoil Guild was registered in 1966 and is the oldest Ontario Guild which is still active. In 1977, they made enquiries through their Provincial Commissioner, to find out whether any other province had Trefoil Guilds with whom they could correspond. Alberta Girl Guides then appointed a Trefoil Guild Co-coordinator to organize Trefoil Guilds in that province. Since then the Trefoil Guild has grown, and is now active in every province and territory in Canada.

There are currently 119 Trefoil Guilds in Ontario.

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 and in Kamloops, BC in 2010.

Information provided by the Ontario Archives Specialty Community.

5 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 those Members of the Guild whose only activity is Trefoil Guild. Guild Members who are:

- Unit Guiders, Administrative Community Leaders, Trainer, Specialty Community Member
- Or have 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. Ontario 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

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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.

6 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 data base. They also receive the Canadian Guider, the National Trefoil newsletter and provincial 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.

7 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 screened for the vulnerable sector.

8 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 a new Member of your Guild and you are not sure if she is already a Member or not, contact the Membership Support Administrator at 1-877-323-4545 ext 2472 and she will be able to check the iMIS records and tell you what screening steps are required.

If you do not have access to the Internet, contact the Membership Support Administrator at 1-877-323-4545 ext 2472 and she will be able to provide copies of the forms.

The President of the Guild is able to act as the screener or she can nominate another member of the Guild. The screener must be a full Member of GGC and have a current PRC.

If they have been **out of Guiding for less than 2 years**, the screening process is:

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- Complete the top section of the A.1 Membership Application Form (name, address, phone number, e-mail) and sign the Member Volunteer Agreement on page 2. The form can be found at <http://forms.girlguides.ca/Shared%20Documents/appregrec/A1.pdf> .
- Complete an IR.1 Image Release Form. The form can be found at <http://forms.girlguides.ca/Shared%20Documents/appregrec/IR1.pdf> .

The forms are then sent as soon as possible to the Membership Support Administrator so that the individual can be registered in iMIS and begin receiving Canadian Guider and the Ontario newsletter.

Once the A.1 has been received by membership staff, the instructions for the individual to complete her Police Record Check are sent to the individual.

If they have been **out of Guiding for more than 2 years**, the screening process is:

- Review the Mission, Vision, Promise and Law which can be found at <http://www.girlguides.ca/mission>
- Review the Code of Conduct

Having reviewed the material and if the individual decides to join your Guild, they

- Complete all of the A.1 Membership Application Form and sign the Member Volunteer Agreement on page 2. The references could be other Members of the Guild. The form can be found at <http://forms.girlguides.ca/Shared%20Documents/appregrec/A1.pdf>.
- Complete an IR.1 Image Release Form. The form can be found at <http://forms.girlguides.ca/Shared%20Documents/appregrec/IR1.pdf>

A copy of the A.1 is sent as soon as possible to the Membership Administrative Assistant so that the individual can be registered in iMIS and begins receiving Canadian Guider and the Ontario newsletter.

Once the A.1 has been received by membership staff:

- Instructions for the individual to complete her Police Record Check will be sent to the individual.
- References will be contacted by the Screening Administrative Assistant.

When the PRC and references are complete, the Trefoil Guild President (or her delegate) is notified by the Screening Administrative Assistant that the individual is ready for her interview.

Prior to the interview, the individual reads the Orientation to Guiding document <http://forms.girlguides.ca/GuiderResources/Shared%20Documents/orientation-to-guiding.pdf> and any questions can be discussed at the interview.

Screening is tracked on the S.1 Screening Checklist <http://forms.girlguides.ca/Shared%20Documents/appregrec/S1.pdf> . The interview is recorded on the S.2 Interview Form <http://forms.girlguides.ca/Shared%20Documents/appregrec/S2.pdf>.

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Once the interview is complete, the paperwork is sent to the Membership Support Administrator for iMIS entry.

When screening is complete and the individual becomes a Member, a 'Welcome to Guiding' letter signed by the Provincial Commissioner is mailed to the individual. Included with the letter are the individual's iMIS profile and membership pin. The National office will send a screening card, "So, Now you are a Member".

9 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.

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, priests 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 daughter.

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

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. Six (6) months prior to PRC expiry, the Member will receive notification from the provincial office indicating that her PRC will expire and she has 6 months to renew.
2. Three (3) months prior to PRC expiry, the Member will receive notification from the provincial office indicating that her PRC will expire within 3 months.
3. At the point of PRC expiry, iMIS will cancel the Member and the national office will mail a notice of membership cancellation.

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.

The RCMP requires that the ID be physically verified before the check can be completed. BackCheck have contracted with Canada Post to complete the ID verification for the online option. With the online process, there is no longer a

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requirement or possibility for a Member of GGC to physically verify the individual's ID. During the online process, the individual will be able to locate the nearest Canada Post location that is able to verify ID. They visit the Canada Post location in person and Canada Post staff will verify the ID, scan it and submit the scanned application and identification directly to myBackCheck.

A demonstration of the online process, can be viewed at <http://www.backcheck.net/mybackcheck/canadapostexperience/index.htm>

If you do not have access to the Internet, contact the Membership Support Administrator at 1-877-323-4545 ext 2472.

The criteria to apply for a PRC exemption are:

1. Does not have any contact with girl Members
2. Does not hold a position within Guiding including Trefoil Guild e.g. President, Treasurer, Secretary
3. Unable to obtain a valid PRC (e.g. in a nursing home, has health circumstances that prevent participation) or is 75 years or older

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 Support Administrator. If you do not have access to the Internet, contact the Membership Support Administrator at 1-877-323-4545 ext 2472.

10 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 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.

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11 Starting a new Guild

A Trefoil Guild can be started by a group getting together and contacting the Trefoil Guild Adviser. 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.

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

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12 Guild Activities

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

Work directly with the girls by ...

- give 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, Brownie Revels or Guide Rallies
- planning a program day for local Units to attend

Support Guiders by ...

- Hosting a 'meet and greet' for local Guiders. Work with the local Administrative Community Leader and/or Community Guider. Could an idea or resource exchange take place 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
- 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).

13 Structure of Guiding in Ontario

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

Unit Support

Ontario is divided into 39 Administrative Communities to provide support to girls and Unit Guiders. Each community has a volunteer Administrative Community Leader (ACL). The ACL will recruit Community Guiders to be part of her team. Each Community also has a staff Unit Administrator (UA).

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The role of the ACL is to:

- provide leadership to the Community
- provide support to Unit Guiders
- recruit new Guiders
- place new Guiders in Units
- ensure timely screening of new Guiders
- in communication with her Unit Guiders, the ACL may also include the Trefoil Guild Presidents so that the Guilds are aware of local activities

The role of the Community Guider is to support and empower Unit Guiders in their work with girls in the Units and in the general management of the Unit. She also encourages Guiders to participate in trainings and local and Ontario events. She would be responsible for 5 to 15 units.

The role of the UA is to provide administrative support directly to the ACL and Unit Guiders in her community including iMIS updates, maintenance of records and processing girl registrations.

Provincial Support

There are a number of groups of adult Members who receive their support provincially. Examples would be Trainers, Link, Local Property Extreme Specialty Communities and Trefoil Guilds. There are provincial volunteers (usually Advisers) working in partnership with staff to support these Members.

Provincial Trefoil Guild Adviser

The Ontario Trefoil Guild Adviser is a Member of the Ontario Operations Forum. She has a term of three (3) years, with an optional and final one year extension.

The Provincial Trefoil Adviser:

- Acts as a liaison between Ontario Operations Forum and Trefoil Guilds
- Answers enquiries pertaining to the Trefoil Guilds.
- Encourages and identifies recruitment opportunities for Trefoil Guild Membership.
- Submits an annual report and budget
- Ensures that all Trefoil publications are reviewed and kept current.
- Advises potential Guilds and potential Lone Guild Members on registration procedures.

14 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.

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The National Fund Development Policy (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 Ontario, all funds are held in a centralized bank account. No funds may be held outside this account (e.g. another bank account, GIC). Each Guild and Unit has a separate G/L code within the centralized account (i.e. their own accounting line in the overall account) and makes their own spending decisions. By consolidating our financial resources, we are able to get a much better rate of return which can benefit us all. The Guild treasurers can access the financial records at any time of day or night through the online system and are able to have current records available at all times. Convenient for the Guild and good for the organization!

Information on centralized banking and Financial Guidelines for Trefoil Guilds can be found in the Trefoil Guild section of the provincial website www.guidesontario.org. If you do not have access to the Internet or have questions, please contact the Trefoil Guild Banking Administrator at 1-877-323-4545 ext 3104.

Does our Trefoil Guild need a centralized bank account?

Yes, your Trefoil Guild must use the centralized banking system if you:

- collect dues or regular fees to offset Guild expenses
- costs for social activities are paid for by Members in advance
- sell GGC cookies
- participate in other approved fundraising activities
- organize events for girls, Guiders or Trefoil Guilds

No, your Trefoil Guild does not need a centralized bank account if you:

- only have social events for your Guild
- costs for your social activities are paid for by the Members participating in that event at the time of the event AND payment goes directly to organizers to offset their costs
- do not sell cookies
- do not participate in any fundraising activities
- do not collect any dues

Note: Approval of the Trefoil Guild Adviser is required.

How do I set up a centralized bank account?

- Complete the Initial Unit Banking Setup Application form
- Send the completed form to the Trefoil Guild Banking Administrator at unitadmin.4@guidesontario.org.

Further information on centralized banking can be found on the provincial website www.guidesontario.org. If you do not have access to the Internet or have questions, please contact the Trefoil Guild Banking Administrator at 1-877-323-4545 ext 3104.

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How can we raise money?

There are 3 sources of funds for Trefoil Guilds: cookie sales, approved fundraising and dues.

Please note that as outlined in the National Fund Development Policy, adult Members are not permitted to fundraise for adult-only events or activities. Thus the local portion of the profits including cookie sales profits is to benefit girl Members or girl Units in some way.

Cookie sales by Trefoil Guilds are an excellent way to support Guiding provincially and locally. Cookies financially support Guiding in two ways: the provincial portion supports provincial initiatives such as fee subsidy programs, camp operations, and adult training while the portion retained locally supports Units. Your Guild chooses what this local support looks like.

Other approved fundraising – Trefoil Guilds may only undertake fundraising projects, apply for grants or solicit donations with the approval of the Provincial Commissioner or her designate. Fundraising is the active solicitation of goods, services or money including the sale of goods and services. The fundraising application form (FR.1) may be downloaded from the home page of either the national website (www.girlguides.ca) or the provincial site (www.guidesontario.org). Application are to be submitted at least a month in advance of the activity.

Dues – Guilds can collect dues from their Members to cover both the administration costs as well as the ‘social fund’ for refreshments, cards, and flowers. Each Guild can determine if they want to establish a specific amount for weekly/monthly/yearly dues or collect dues informally at each meeting. This could include money raised from Trefoil Guild Members at meetings from activities such as a game night, bake sale, penny table or auction.

Our Trefoil Guild donates money to local charities such as the hospital and food banks. Can we still do this?

No. As stated in the National Fund Development Policy, Members of GGC are not permitted to fundraise for other organizations while actively representing themselves as Members of GGC. The only exception permitted within the Policy is, *“Units with a longstanding tradition of participating in projects such as the selling of Poppies for the Royal Canadian Legion or assisting with the fundraising efforts of a service club that supports the unit financially may continue to do so with the consent of the Provincial Commissioner concerned.”*

So the Trefoil Guild can’t collect donations for another charity. If the individual Members would like to make a personal donation to that charity, they may do so but the money must be given to the charity by an individual and not the Trefoil Guild. The Guild could participate in activities that collect non-monetary items such as clothing for a women’s shelter, pop tabs or Campbell’s soup labels.

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15 Trefoil Guild Clothing

Girl Guides of Canada provides uniforms for the girl and adult Member. The girl uniform is branch specific by colours i.e. Sparks wear pink. Adult Members have their own uniform which 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 who participate in the Trefoil Guild activity have the option of purchasing a lilac fleece jacket with the TG crest. The jacket may be worn with the uniform but is not considered part of the adult uniform as all Members may not choose to wear it.

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 guidelines can be found at <https://memberzone.girlguides.ca/C8/Merchandising/default.aspx>

Membership Pins

Membership pins are provided by Ontario Council.

Badges/Crests/Insignia

If your Guild has a Member who is a Unit Guider and who is willing to order on behalf of the Guild, she is able to register with the e-store and order these items. When paying for them, the Unit Guider should use the Trefoil Guild purchase card and not her own Unit purchase card.

If your Guild does not have anyone able to register with the e-store, contact the Trefoil Guild Banking Administrator at unitadmin.4@guidesontario.org or 1-877-323-4545 ext 3104, who is able to order items on behalf of the Guild.

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16 Contacts

Provincial Volunteer:

Trefoil Guild Adviser
Email: trefoil.adviser@guidesontario.org

Provincial Staff:

Membership

Screening

Nikki Cahill, Membership Administrative Assistant
phone: (416) 920-6666 ext 2472
toll-free: 1-877-323-4545 ext 2472
fax: (416) 920-1440
email: membersupport.admin2@guidesontario.org

iMIS and Awards

Sherri Huys, Membership Administrative Assistant
phone: (416) 920-6666 ext 2474
toll-free: 1-877-323-4545 ext 2474
fax: (416) 920-1440
email: membersupport.admin3@guidesontario.org

Banking/ Store Purchases

Michelle Jermy, Unit Administrator Community 4
phone: (905) 547-4389 ext 3104
toll-free: 1-877-323-4545 ext 3104
fax: (905) 547-4194
e-mail: Unitadmin.4@guidesontario.org

Girl Guides of Canada, Ontario Council,
360 Queenston Rd
Hamilton, ON, L8K 1H9

Marilyn Worth, Registration Coordinator
phone: (416) 920-6666 ext 2471
toll-free: 1-877-323-4545 ext 2471
fax: (416) 920-1440
email: registration.coord@guidesontario.org

Membership staff mailing address:

Girl Guides of Canada, Ontario Council
14 Birch Ave
Toronto ON M4V 1C8

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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 ways 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)