

TREFOIL GUILD MEMBERS
Nova Scotia Registration Process

A Trefoil Guild is an adult-only group within Girl Guides of Canada-Guides du Canada for women over the age of 30.

Most Guild Members have been Members of Guiding in a variety of roles for many years and join the Trefoil Guild to keep in touch with the organization and with each other. Guilds are open to women who have not been in the organization before but who are willing to be enrolled as a member.

Women who are not members of Guiding can attend 2 Trefoil Guild meetings prior to making the decision to join Guiding, however it should be noted:

All participants must be FULL Members of the Organization to be included in Trefoil.

GGC Trefoil Guild Members:

- Must be members in good standing with the Organization with an IMIS number
- Must possess a valid PRC or be granted an exemption
- Must participate in the Screening process for new members or members returning after a break in service of 2 years.
- Receive full benefits of membership

Registration & Payment of Fees:

National and Provincial Membership fees are waived for those GGC Members who are 75+ years of age (with her date of birth registered in iMIS) and who's a member in good standing of the Organization.

Trefoil Guilds:

- The Provincial Trefoils Guilds are assigned a Unit number under the Province.
- Members who wish to join a Trefoil Guild can contact the Provincial Trefoil Specialist for information about active Guilds.

Annual Registration Process

Office Manager
<ul style="list-style-type: none">• Aug 15th Trefoil Guild Rosters are produced and sent to the Provincial Trefoil Specialist with a copy to the Trefoil Guild Treasurer.

Provincial Trefoil Specialist / Treasurer
<ul style="list-style-type: none">• Verifies member information on Guild Rosters<ul style="list-style-type: none">○ Indicates on the roster those returning GGC members (under 75 years of age)○ Indicates on the roster those members not returning so membership can be cancelled in iMIS.• New GGC Members<ul style="list-style-type: none">○ Complete an A1 with interview and reference checks (S.1, S.2) + Orientation to Guiding if needed.<ul style="list-style-type: none">▪ PRC or exemption○ Ensures Screening Process is completed and forms are forwarded to the provincial office for input and filing.

Provincial Trefoil Specialist / Treasurer- con't

- Balances payments received from Trefoil Guilds with Guild Rosters for returning and new members (recognizing payment is not required for those GGC members 75 years of age or older and whose date of birth is noted in IMIS).
- Forwards Registration payment with Guild Rosters, A1's and all screening papers including a PRC or request for exemption to the Provincial Office by Oct 30th of the current year attn: Office Manager.

Office Manager

- Reviews Trefoil Guild Rosters, A1's and payment received.
- If all balances and paperwork is in order:
 - Forwards payments received to Accounting Admin for processing
 - Forwards rosters, A1's and Screening papers received to IMIS Coordinator for input
- If the submission doesn't balance or paperwork is not in order:
 - Verifies age in IMIS for those members where fees have not been submitted:
 - If 75 years or age or older as noted in IMIS- documented on Roster
 - If no date of birth is noted in IMIS- contact Provincial Trefoil Specialist for resolution.

Accounting Administrator

- Accounting Administrator processes payment

IMIS Coordinator

- Information from Rosters and or forms are input into IMIS
- Concerns or issues are addressed to the Provincial Trefoil Specialist as part of ongoing work
 - Forwards Trefoil PMBR report to Provincial Trefoil Specialist.
- Notifies of any Trefoil Members whose PRC is expiring (as per PRC Expiry process).
- Forms are filed.