

The Australian Trefoil Guild Handbook



**GIRL GUIDES
AUSTRALIA
TREFOIL GUILD**



FOUNDER

Sir Robert Baden-Powell, KCB, KCVO

Subsequently created Lord Baden-Powell of Gilwell 1857 – 1941

WORLD CHIEF GUIDE

Olave, Lady Baden-Powell, GBE 1889 – 1977

The Girl Guides Association was founded in England in 1910 as a parallel organisation to the Boy Scouts Association.

Girl Guiding in Australia began in the same year and has continued with changes to suit Australian society.

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Introduction

‘ONCE A GUIDE ALWAYS A GUIDE’

Thousands of women and girls are enrolled annually as Girl Guides in Australia. Some leave uniformed Guiding for a variety of reasons but wish to continue contact with the Movement and to maintain the standards and ideals of service experienced through Guiding. Membership of the Trefoil Guild is an admirable means of achieving this.

“The purpose of a Trefoil Guild is to keep alive the spirit of the Promise and Law, carry this spirit into the community and to give support to Guiding.”

The Girl Guide Promise

‘I promise that I will do my best, To be true to myself and develop my beliefs To serve my community and Australia. And live by the Guide Law.’

When renewing or making the Girl Guide Promise at a Trefoil Guild Promise Ceremony the member must add the phrase:

‘As a member of the Trefoil Guild I affirm my intention to carry out this Promise.’

The Guide Law

As a Guide, I will strive to:

- *Respect myself and others;*
- *Be considerate, honest and trustworthy;*
- *Be friendly to others;*
- *Make choices for a better world;*
- *Use my time and abilities wisely;*
- *Be thoughtful and optimistic;*
- *Live with courage and strength.*

GGA Code of Conduct

The Girl Guides Australia (GGA) Code of Conduct sets the standards of behaviour expected of all adults participating in Girl Guiding in Australia (GGiA). It is designed to ensure that all adult members, volunteers and employees of GGA and State Girl Guide Organisations (SGGOs) are aware of their obligations and responsibilities.

The GGA Code of Conduct applies to Trefoil Guild members. It can be referenced on the GGA website: [GGA Code of Conduct](#)

Child Safe Child Friendly Community

GGA is a Child Safe Child Friendly Community. All Trefoil Guild members are Adults in Guiding and must meet the requirements of the GGA Child Safe Child Friendly Framework which is available on [Guide Lines](#).

Trefoil Guild Reflection

As Trefoil Guild members, we reflect on the purpose and value of our Movement.

‘May friendship and kindness flourish among us. Let us be wise, thoughtful and considerate in our decisions and actions.’

‘May we have courage and strength to do our best in all things as we live the Girl Guide Promise.’

This Reflection was introduced at the National Trefoil Guild Gathering in 2022. It replaces the previous Trefoil Guild Prayer. It was noted that GGA accepts members from all faiths so to be inclusive of the diversity within our Trefoil Guild

membership. The Reflection should be used in place of the Australian Trefoil Guild Prayer.

Note: Spiritual readings and prayers may be used from other sources. *The Australian Trefoil Guild Prayers & Thoughts* booklet is available from the ATG Merchandise Coordinator.

Taps

Night

Day is done, gone the sun,
From the sea, from the hills, from the
sky; All is well, safely rest, God is nigh.

Alternative last line:

All is well, safely rest, we are Guides

Daylight

Thanks and praise, for our days,
'Neath the sun, 'neath the stars, 'neath the
sky; As we go, this we know, God is nigh.

Alternative last line:

All is well, safely rest, we are Guides

Why a Trefoil Guild

“Once a Guide, always a Guide” is especially applicable to the Trefoil Guild, with our adventures in Guiding to be recalled, many new adventures to enjoy together and an added bonus of combined service that is fun as well as rewarding.

Historically, a Trefoil Guild was a group of women who, having enjoyed membership of Girl Guides as leaders, girls or members of the support group, wished to continue

their friendships, whilst contributing to their community and to Guiding.

Today, Trefoil Guild membership is open to any adult female who has made, or is prepared to make, the Girl Guide Promise and endeavour to live by it.

Each Guild is independent and providing it adheres to Girl Guide principles and policy, it may choose to operate in a way which suits its members.

Composition of a Trefoil Guild

The Trefoil Guild is an integral part of Girl Guiding. Each Trefoil Guild elects its own president, secretary and treasurer.

Trefoil Guilds may be formed at State, Region, or District level or any other grouping approved by the State Trefoil Guild Adviser. Members are entitled to wear the Trefoil Guild Promise badge.

The Trefoil Guild adheres to Girl Guide principles and policy as set out in [Guide Lines](#) and the [GGA Code of Conduct](#).

History

1943 – the UK Girl Guide Association amalgamated the various groups of “old guides” by adopting the name “The Trefoil Guild”. In Australia, it was left to the discretion of the State Commissioner and her Commissioners as to the best way of organising branches of the Guild in each State. The number of branches and approximate membership were reported annually to Imperial Headquarters in London.

1926 – Australian Girl Guiding had formed a Federal Council to speak on matters affecting all States, such as the registration of badges, representation to overseas events etc. However, it was not until the 1950s that the Trefoil Guild gradually took on a recognisable national identity in Australia.

Originally there were small groups of former Girl Guides throughout Australia, who met under various names e.g., Ramblers, Twigs, Old Guides, Old Salts, to enjoy social outings, maintain friendships and give service where they saw the need.

1936 – Victoria mentioned in annual reports the appointment of recorders for groups of Old Girl Guides and New South Wales reported on a president for Ramblers. In 1937 clubs for ex- guides were formed in Western Australia. All these were forerunners of Trefoil Guilds.

1944-1945 – South Australia, Victoria and New South Wales claimed the formation of Trefoil Guilds. During the next three years,

the Trefoil Guild was established in each State, with the exception of Tasmania which registered in 1952.

1954 – At the World Conference of the World Association of Girl Guides and Scouts, approval was given for former Girl Guides to be included in the International Fellowship of Former Scouts and Guides that had been founded in 1953. The terms of the Fellowship Constitution made it necessary for the Baden-Powell Guild and Trefoil Guild to have a joint National Committee.

1960 – Miss Edith Purnell was appointed the first Australian Trefoil Guild Recorder (Adviser).

1981 – The first Australian Trefoil Guild Handbook was published.

How to Start a Trefoil Guild

During their time in Girl Guides women make many friends. Trefoil Guilds usually start with a group of friends who want to stay in touch and keep their link with Guiding.

For example, Trefoil Guilds may start with ex- members of a specific Girl Guide Unit, with a group who were leaders in the same area, ex- senior branch members (Rangers, Olave Program), female current or former members of the Scout Association, women who enjoyed the same interests (sailing, camping, training), Support Group members or even a group of people from a committee who spent time together planning a State camp.

Members may have retired from active Girl Guiding or still be a current leader or office bearer. The latter usually join for the support and social interaction with an adult group whose members understand their commitment to supporting the empowerment of girls and young women.

No matter how the group starts, once it becomes a Trefoil Guild it takes on a new dimension and can expand to welcome female ex-Scout Leaders and women who have never been in Girl Guiding but acknowledge the principles of Girl Guiding.

The State Trefoil Guild Adviser is available to provide helpful advice for those interested in starting a new Trefoil Guild. An inaugural meeting should then be called, where the Adviser or a nominee will attend to advise

and answer questions. Invitations to the inaugural meeting should be extended to those who may be interested.

When to meet: This is decided by the group. Most Guilds meet monthly. Some meetings will be business meetings while others may be social or special events.

Where to meet: This can be as varied as the group decides, for example a Girl Guide hall/hut, a member's home, a coffee shop etc. Trefoil Guilds who meet in a Girl Guide hall/hut are fortunate in that the hall insurance acknowledges participation in Guiding activities. Hire of other types of halls may require an updated insurance "Certificate of Currency" to show that, as a Girl Guide affiliated group, the appropriate insurance is held. A copy of this Certificate is available through the SGGO. Meeting at private homes, restaurants, hotels or similar, groups would be reliant on the public liability insurance held by these places.

Formation

A Trefoil Guild may be formed by the State Trefoil Guild Adviser or in liaison with the District or Region Manager.

Note: Trefoil Guilds and Support Groups have different roles. The Trefoil Guild supports both Girl Guiding and the community and provides fellowship for its members. The Support Group provides support for Girl Guiding in a District. Support Group Members are usually non-uniformed, but some Support Groups include local leaders.

Trefoil Guilds are registered by the State Trefoil Guild Adviser who notifies the State Girl Guide organisation. The appropriate District or Region Manager must be informed of the registration.

The Guild must be approved and registered through the State Trefoil Guild Adviser before a registration certificate is issued.

The State Trefoil Guild Adviser is available to talk to a gathering of interested persons, setting out the aims, responsibilities and management of finances. Trefoil Guild members from adjoining areas may be invited to be present to assist the State Trefoil Guild Adviser. Publicity in local media is helpful.

The suggested working minimum for a Trefoil Guild is six members, of whom three are willing to take office as president, secretary or treasurer. A meeting date with suggestion of time, place and frequency of meetings (e.g.: monthly, bi-monthly) will be agreed. Members should be encouraged to attend and participate as frequently as possible, but no one will be excluded because she cannot attend regularly. The meetings will keep all members advised of Girl Guide events.

A Trefoil Guild may decide on a short waiting period before inviting a member to renew or make the Trefoil Guild Promise. A ceremony of membership will follow, to renew or make the Promise and receive the Trefoil Guild badge and membership card. Membership cards and badges are

obtainable from the State Trefoil Guild Adviser.

Registration of Trefoil Guild

To become registered as a Trefoil Guild it is suggested that there are six or more potential members, with three of these willing to accept the roles of President, Secretary or Treasurer

To apply for registration of a Trefoil Guild, complete the *Registration of a Trefoil Guild Form* and forward to the State Trefoil Guild Adviser (refer Form ATG 4 on [Guide Lines](#)).

If there are not sufficient members to form a Guild, most States have a Lone Guild which accepts individual members.

Membership and Fees

Membership is open to all female adults who have made the Girl Guide Promise or Scout Promise anywhere in the world or are prepared to make the Trefoil Guild Promise. Trefoil Guild members must be financial members of their State Guide organisation.

Trefoil Guild events and activities are planned for financial members. Guilds should not allow non-financial members/guests to attend on a regular basis.

Registration of a Trefoil Guild Member

Relevant details of each member are to be held by the Trefoil Guild. Registration forms are available on [Guide Lines](#). Membership information is also held on the State member database.

Membership Ceremony

Your Guild may decide to have a ceremony to welcome new members. For anyone who has been a Girl Guide, it is an opportunity to renew her Promise. For those new to Girl Guiding this will be their Promise Ceremony as well. The ceremony is devised by the individual Guild and can be as simple or elaborate as members wish. It can be led by the president or held as a special occasion when the State Adviser is visiting. It could include one or more of the following:

- a short welcome by the Guild President;
- the Promise made by the new member;
- the Promise renewed by all members;
- the Trefoil Guild Reflection;
- Trefoil Guild badge and membership card presented to the new member.

Multiple Membership

Multiple memberships enable a member to join more than one Trefoil Guild (refer Form ATG 7 on [Guide Lines](#)).

Multi-membership – the TG member pays STG, ATG and NSGFA fees to her ‘home’ Guild only. If attending another Guild on a regular basis, then the member may be asked to pay a fee to that TG (hall costs etc.).

The member:

- participates fully in both Guilds’ programs;
- may hold office in any Guild in which they are registered as a member;
- may vote on local items, but have only one vote for State and Australian items (with the Guild in which they are a financial member);
- only pays one Trefoil Guild membership fee.

Life Membership

Life members may be appointed by a Trefoil Guild, which takes responsibility for life members’ membership fees.

This recognises the outstanding contribution of a Guild member within Trefoil Guild, Girl Guiding and/or the community.

A Guild may apply for Life Membership on behalf of members by notifying the State Trefoil Guild Adviser (refer Form ATG 6 on [Guide Lines](#)).

The State Trefoil Guild Adviser will contact

the Guild to ask if it wishes to proceed with the presentation/s and will arrange for the relevant certificate/s to be available.

- The Trefoil Guild will undertake to pay the full membership fee of their Life Member/s.
- Life Membership does not extend beyond that Guild. Should the Life Member leave, transfer or the Guild close, the Life Membership is cancelled.

Note: Life Membership of GGA or an SGGO is not Life Membership of a Trefoil Guild.

Honorary Membership

Honorary members are those unable to continue active participation in a Trefoil Guild but adhere to the principles and wish to keep in contact. No membership fees are payable for honorary members (refer Form ATG 6 on [Guide Lines](#)).

A Trefoil Guild member may find that due to age or ongoing ill-health, she is no longer able to regularly and actively attend Trefoil Guild meetings and events.

- A Trefoil Guild may award Honorary Membership to such a member in appreciation of her contribution to Trefoil Guild;
- Honorary Membership conveys the intention of current members of that Trefoil Guild to maintain contact with the Honorary Member
- no fee is payable;
- Honorary Members do not vote;
- Honorary Members are not covered by insurance;
- Honorary Members do not receive

Years of Membership or Adult Service awards.

The procedure and application for an Honorary Membership is the same as for Life Membership (refer Form ATG 6 on [Guide Lines](#)).

Membership Fee

The Trefoil Guild is financially self-supporting. It has no call on other Girl Guide funds unless by specific decision of the Board of GGA or a SGGO Board. Members pay an annual membership fee to their State Girl Guide organisation.

The Trefoil Guild annual membership fee covers the period 1 January to December 31 in each year and includes:

- State Trefoil Guild administration fee
- Australian Trefoil Guild administration fee
- NSGFA fee

SGGOs vary in the way the Girl Guide membership portion is collected. In a number of SGGOs, membership to Girl Guides is paid direct by the individual to the State organisation and the Trefoil Guild fee is then paid through the Trefoil Guild Adviser.

It is noted the Trefoil Guild annual fee may vary between States

Local Guild Subscription

An extra payment is usually collected from members to cover the administration requirements of the local Guild.

Insurance

The following includes insurance covered by the SGGO for Trefoil Guild members:

- public liability – paid with membership to the SGGO;
- personal accident insurance – each SGGO arranges its own personal accident insurance cover. Policies may have age limits which vary between SGGOs.

International travel insurance may be available for Trefoil Guild members attending an event in another country. Information on travel insurance will be provided to participants of international events.

Visitors who attend on a semi-regular basis are not covered by this insurance nor are they entitled to the privileges of membership.

Members are covered for Trefoil Guild organised trips within Australia, as long as they have been declared (by the organiser) at the beginning of the insurance policy period, at the beginning of each year. Details of insurance should be confirmed with State offices. Non-members are not covered by Guiding travel insurance but may participate as long as they are notified of this and are advised to consider taking out their own travel insurance.

Speakers, demonstrators or guests invited to special events are covered by public liability insurance.

Financial Accounts

Trefoil Guilds must comply with Australian and State laws and accounting procedures with regard to raising money. All accounts, including specific event accounts, must be audited annually. The end of the financial year for all SGGOs is 31 December.

Trefoil Guild accounts are to be opened in the name of their SGGO – e.g., Girl Guides Tasmania, followed by the name of the Guild. The account must have three (3) signatories, two

(2) of whom are required to authorise payments. Trefoil Guild accounts must be audited annually, and details provided to the State Trefoil Guild Adviser, as required on the annual census/report form.

Funds held by a local Trefoil Guild must not exceed \$5,000.00. Surplus funds are to be transferred to a special State Trefoil Guild account, to be directed to a specific project for that State, the project to be chosen and supervised by the State Trefoil Guild Adviser and her team.

The audit may be carried out by an auditor (accountant) or an experienced bookkeeper who is not related to the treasurer or any other signatories responsible for the accounts. Access via internet banking is possible through contacting your bank and following correct bank procedures.

Record Keeping

Minute books and the history of the Trefoil Guild, including reports, photograph albums, logbooks should be kept indefinitely either physically or electronically.

The following should be kept for five years:

- financial records, books of account i.e.: cash book and bank statements (cheque books, stubs, receipts and receipt books may be disposed of after audit*).

The following should be kept for seven years: membership records, to be held either by the State organisation, the State Trefoil Guild Adviser or the Trefoil Guild.

The following should be kept for two years:

- ordinary correspondence;
- other general records.

Retain anything required for reference, especially anything of a contentious nature. The Archivist will probably require Minute books for historical purposes. Please check with your State Guide Office as to which records are required.

Recess or Closure of a Guild

Prior to making any decision to close or recess a Trefoil Guild, discussion must be held between the State Trefoil Guild Adviser and the Trefoil Guild's office bearers.

Recess of a Trefoil Guild

A Trefoil Guild may remain in recess for a period of up to two years. Until a decision is made on the future of the Trefoil Guild, members may continue their current membership within another Trefoil Guild. Otherwise, members are considered inactive and do not participate in Trefoil Guild matters or events (refer Form ATG 9 on [Guide Lines](#)).

All existing funds held by the Trefoil Guild must be banked, then financial records audited. In consultation with the State Trefoil Guild Adviser, the bank account is closed, and funds transferred into a State Trefoil Guild "holding account" for safe keeping. If the Trefoil Guild is re-opened within two years, the moneys will be returned to the Trefoil Guild and a new account opened in the Trefoil Guild's name. If the Trefoil Guild is closed, money will be used to benefit Girl Guiding, unless otherwise agreed.

Suitable storage of property is to be arranged in consultation with the State Trefoil Guild Adviser.

Closure of a Trefoil Guild

(refer Form ATG 9 on [Guide Lines](#)).

Members may continue their current membership within another Trefoil Guild or

are considered as having resigned from Trefoil Guild. The State Trefoil Guild Adviser must be consulted as to the proposed disbursement of funds and equipment. All existing funds held by the Trefoil Guild must be banked then financial records audited. The Trefoil Guild must use the funds for the promotion of Girl Guiding or as a donation to a recognised charity. The audited account is then closed.

Records and other property are to be passed to the State Trefoil Guild Adviser or Archivist.

Trefoil Guild Dress, Badges & Awards

Badges and Dress items are available through the State or ATG Trefoil Guild Merchandise Coordinator.

Trefoil Guild Dress

Trefoil Guild members may wear optional Trefoil Guild dress to meetings, International, Australian and State Gatherings and when service is given to Guiding and the community. Trefoil Guild members have the option to wear GGA uniform.

Formal Trefoil Guild dress consists of a white shirt/blouse with a navy skirt, slacks, Trefoil Guild scarf and badge tab. It may include a navy hat, navy cardigan, jumper or jacket.

The Trefoil Guild scarf and Trefoil Guild badge tab cannot be worn with Trefoil Informal dress or Girl Guides Australia Uniform

Also suitable for informal wear is a polo shirt or rugby top in the States' Trefoil Guild colour, i.e.: Queensland – maroon; New South Wales/ACT/NT – blue; Victoria – pink; Tasmania – green; South Australia – yellow; Western Australia – white; Another option is to wear the red Australian polo or rugby shirt.

The red Australian Trefoil Guild Jacket is an option for formal or informal wear

For local wear only, some Guilds may wish to design and produce their own t-shirts. It is important that these comply with the GGA Style Guide and Trefoil Guild logo protocol and are approved by the

Australian and State Trefoil Guild Advisers. Please note use of the GGA logo requires approval by GGA please refer to the GGA Style Guide on *Guide Lines*.

The Promise Badge

The Trefoil Guild Promise badge is eminently suitable to be worn at all times. It is made up of the trefoil with the words "Trefoil Guild" on a red enameled scroll at the base of the badge.

The Badge Tab

The red Australian Trefoil Guild badge tab is worn on the left breast of the Trefoil Guild dress. It is not worn on the informal uniform Trefoil Guild and/or Girl Guide badges are worn on the tab under the Trefoil Guild flash. When placed, badges must remain within the badge tab and not protrude over the edges of the tab.

A Girl Guide Good Service Award may be worn on the tab or on the right breast A civil Australian/Queen's award may be worn on the left breast above the tab or on the left collar. See Appendix 1. (Badge placement.)

Australian Trefoil Guild Thank You Badge

The Australian Trefoil Guild Thank You Badge is a reward, not an award. It is to be given in appreciation of support by an individual to the Trefoil Guild. It may be worn on the badge tab.

A Trefoil Guild can seek approval from their State Trefoil Guild Adviser for the Australian Trefoil Guild Thank You Badge and Certificate to be presented to a Trefoil Guild

member or someone in the wider community who has greatly supported the Trefoil Guild or the State Trefoil Guild over a period of time (refer Form ATG 12 on [Guide Lines](#)).

The presentation should take place at an appropriate occasion.

Awards

Trefoil Guilds are to follow the guidelines for the GGA Adult Good Service Awards & Membership Recognition system on [Guide Lines](#).

Years of Membership

Trefoil Guild members are eligible for a Years of Membership Award. Purpose: recognition of one, three, five or more years of service in two or more of the following categories:

- Leader;
- Support Group or District Support Team member;
- Trefoil Guild member;
- Girl Guide Assistant;
- Unit Helper;
- Region or other appointment.

Required Service Criteria (refer [Guide Lines](#).)

Insignia: dark blue badge with gilt knot and trefoil. Each period of service is recognised by a gilt numeral attached by a chain to the badge. *

The badge may be worn out of uniform.

*If desired, numerals may be attached to the Trefoil Guild Promise badge.

Good Service Awards

These awards include: Boronia, Banksia, Bar to the Banksia, Wattle, Bar to the Wattle, Flowering Gum, Bar to the Flowering Gum, Emu, Bar to the Emu, Grey Kangaroo, Red Kangaroo, Silver Kangaroo.

Criteria for these awards are detailed on [Guide Lines](#).

The nomination for a service award for an adult member of a Trefoil Guild may be made at any time. The application is made without the knowledge of the recipient.

The award may be worn in or out of uniform to Girl Guide functions. Each award is accompanied by a citation certificate.

The State Trefoil Guild Adviser may be asked to support applications for awards for members.

Trefoil Guild Committee Office Bearers

Many Trefoil Guilds share the responsibilities of various functions of the Trefoil Guild. In some Trefoil Guilds, each member has a set responsibility, in others there are just the three positions of President, Secretary and Treasurer.

It is suggested that each office bearer should hold her office in the Trefoil Guild for no longer than three (3) consecutive years.

It is the Trefoil Guild's decision as to what other positions it sets up and what duties are given to each position. This will vary with the size and activities of the Trefoil Guild. For example:

- Media liaison (community radio, local paper, region newsletters);
- welfare (get well cards, organising hospital visits, register of members' birthdays);
- hostess (organises supper rosters and ensures kitchen is tidy at end of meeting);
- service coordinator (coordinates project and keeps records);
- program committee;
- international (coordinates contact with "twinned" Trefoil Guild);
- membership recorder (keeps register of members' addresses, Girl Guide membership numbers and renewal date if applicable, due dates for Years of Membership awards);
- liaison person (keeps contact with other Trefoil Guilds).

President

Responsibilities include:

- familiarity with meeting procedures;
- discussion of meeting agendas with the Secretary;
- chairing Trefoil Guild meetings;
- signing Minutes of each meeting as correct, after the Minutes have been confirmed;
- ensuring that motions are moved, seconded, carried and recorded in the Minutes;
- greeting, introducing and looking after guests and new members or nominating a Trefoil Guild member to do this;
- organising yearly program in consultation with members;
- completing the Annual Return/Census Form (refer Form ATG 2 on [Guide Lines](#)).
- in consultation with the other office bearers and sending it to the appropriate person to the State Trefoil Guild Adviser, with the appropriate payment.

Vice President

Responsibilities include:

- assisting the President and chairing the meeting in her absence. It can be agreed that the Vice President will assume the responsibilities of any other officer bearer who is unavailable.

Secretary

Responsibilities include:

- preparing the agenda in consultation with the President;
- keeping a record of those present. Members may be asked to sign an attendance book;
- recording and filing Minutes of meetings; receiving, replying to and recording

correspondence as required;

- maintaining a personal register of all members.
- completing the Annual Return/Census Form in consultation with the other office bearers;
- completing, in consultation with the President, and forwarding as required, applications for awards;
- sending copies of meeting Minutes to the State Trefoil Guild Adviser as required by each State Trefoil Guild Adviser.

Treasurer

The Trefoil Guild bank account should bear the name of the State Girl Guide organisation and the name of the Trefoil Guild. Most banks will provide internet banking and/or a society/cheque account for use by Girl Guide groups. There must be a minimum of three (3) signatories to the account, with any two (2) to authorise payments.

All money in Girl Guiding is considered to be public funds, therefore keeping a record of the movement of these funds is mandatory. Do not erase or use correction fluid in any accounting records. Cross out any errors neatly and re-write the correct information above and initial each correction.

Each Trefoil Guild is self-supporting financially and responsible for its own activities and administration. The financial year for the Trefoil Guild is **1 January to 31 December**.

Responsibilities include:

- banking all money received (cash and cheques) in the Trefoil Guild account;
- issuing receipts for all money received and keeping duplicate receipts;
- if petty cash is used, an accounting system is required. Copies of all receipts for petty cash must be kept;
- keeping copies of all invoices and noting the date when paid;
- keeping appropriate ledger records of all income and expenditure;
- reconciling the monthly bank balance with bank statements to ensure all moneys are accounted for. Where cheques are used for payment, un-presented cheques must be taken into account when determining current bank balances;
- presenting a financial statement at each Trefoil Guild meeting, to be moved by the Treasurer, then seconded and carried by the Trefoil Guild members;
- the compulsory presentation to the Trefoil Guild meeting of any accounts for payment, to be approved by the Trefoil Guild members at the meeting;
- organising the annual audit and presenting the annual financial statement at the next annual meeting of the Guild; an auditor* for the next financial year is to be appointed at the annual general meeting;
- collecting all membership fees;
- assisting other office bearers with the Annual Return/Census.

*Each State Trefoil Guild organisation has its own requirements as to an appropriate auditor. Check the requirements for your

SGGO. The auditor must not be associated with the financial operations of the Trefoil Guild, nor be related to anyone involved with the financial operations of the Trefoil Guild. The majority of Australian States accept any person who has bookkeeping and/or accounting qualifications.

Business Meetings

Most Trefoil Guilds have regular meetings for passing on information, seeking opinion, planning future events, making decisions and providing support to each other.

Trefoil Guild general meetings are held monthly, bi-monthly or quarterly.

Meetings are usually semi-formal and provide an opportunity for members to share the running and decision making of their Trefoil Guild. Minutes should be kept to record discussions and decisions.

Meetings should have a purpose and not be run just as routine. Trefoil Guild members should plan an annual program (January – December) listing the dates, times and venues of meetings and social and/or service events.

To run an efficient meeting, it is usual to have an agenda. This can be compiled by the President and/or Secretary from items received via the State Trefoil Guild newsletter, the local Girl Guide District/Region contact, coming events, matters arising from past meetings, correspondence received, and any other items submitted by members.

In some Trefoil Guilds it is traditional to open the meeting with the Trefoil Guild Reflection and/or a reading. In others, the meeting is quite informal and held briefly before a meal or other activity.

There are many ways of setting out an agenda, but the following sample includes most points a Trefoil Guild will require.

Minutes

The Secretary may find that writing the Minutes as soon as possible after the conclusion of the meeting can be helpful. Personal views are not recorded but the reason behind a decision can be included.

Sample Meeting Agenda

Heading	Name of Trefoil Guild and venue.
	Date and time.
Attendance	Names of those attending, to be recorded in the Minutes.
Apologies	Names of those who have notified their inability to attend, to be recorded in the Minutes.
Minutes of previous meeting	To be read or taken as read if distributed prior to the meeting. Any corrections are to be made with the agreement of the members at the meeting, then confirmed and accepted.
Matters arising from Minutes	For example, tasks that should have been completed.
Correspondence	Inwards/Outwards.
Reports	Financial, special projects etc.
General business	Issues of concern to members, to be listed in a logical order. Items requiring lengthy discussion should be left to the end of the meeting.
Any other business	Members may introduce items without notice. It is The President's prerogative as to whether the item will be discussed at the current meeting or better held over to the next meeting.
Next meeting	Date, time and venue of next meeting.
Closure	After noting that there is no further business, the President should thank the members for attending and close the meeting. Closing time is noted and recorded in the Minutes.

Annual General Meetings (AGM)

Local Trefoil Guild AGM

Local Trefoil Guild Annual General Meetings are held at a time to suit each Trefoil Guild. The following are suggestions only. Each Trefoil Guild may hold its AGM in a manner best suited to that Trefoil Guild.

Trefoil Guild formal or casual dress is to be worn by Trefoil Guild members, as decided by each Trefoil Guild.

The AGM needs careful preparation to run efficiently:

- send out invitations no later than one month prior to the meeting date;
- organise the chairperson well in advance – e.g.: State Trefoil Guild Adviser, a member of another Trefoil Guild, a member of a community group or a Girl Guide adult member, to conduct the election of officers;
- to perhaps invite a guest speaker to the meeting;
- ensure that the meeting place is well presented;
- a display may be made of Trefoil Guild photos, mementoes or its logbook;
- a member should be appointed to greet guests, provide name tags and supervise the signature of an attendance book;
- the quorum for the AGM is two-thirds (2/3) of the membership;
- all financial books must be audited prior to the AGM.

After the AGM, notification of changes to officer bearers, with full contact details, and reports, should be forwarded to the State Trefoil Guild Adviser/State Trefoil Guild Secretary for action.

AGM Agenda Format

- Acknowledgement of Country;
- suitable opening, reading of Trefoil Guild Reflection is conducted by the President;
- welcome is extended by the President then the meeting is handed over to the Chairperson. If preferred, the President may act as Chairperson, provided that an independent Chairperson manages the election of office bearers.
- Apologies are read and recorded.
- Minutes of previous AGM are read.
- Reports from President, Secretary and Treasurer are read. All must be signed and dated. The Chairperson invites members of the audience to speak to the report/s.
- A motion that all Reports be accepted needs to be moved, seconded and voted on by members present at the meeting.
- Election of office bearers is conducted for President, Secretary, Treasurer and/or their assistants. Names of nominees are gathered at a previous Trefoil Guild meeting and voted for at the AGM. Other Trefoil Guild positions are appointed, not elected.
- A quorum is set for the monthly meetings.
- The inclusion of a speaker or activity is a choice for the Trefoil Guild.

If a “casual vacancy” occurs between AGMs, an interim office bearer can be elected at a business meeting to complete that vacated term.

State Trefoil Guild AGM

At State Trefoil Guild Annual General Meetings, annual reports and audited statements of finances are presented and discussion of subjects of interest may take place. All Trefoil Guild members are invited to State Trefoil Guild AGMs.

Planning your Program and Events

Program

At the end of the year or the beginning of the following year, set aside time at a general meeting or hold a special meeting to receive suggestions and make decisions on the Trefoil Guild's activities for the next 12 months. It may not be possible to detail events so far ahead, but an outline is possible. Keep in mind: has the program balance and variety; is it what the members want; is there someone to organise the specific activity/event; is there something that helps others, either in Girl Guiding or the community?

Make a note of activities which have been successful for your or other Trefoil Guilds. Keep a program notebook in which members can write suggestions and give an evaluation of an activity or event.

It is useful to give members a copy of the proposed program and beneficial to include contact numbers of the office bearers and/or other members.

Events

Useful guidelines:

- agree on the nature of the event – a speaker, demonstrator, concert etc;
- set the date and time;
- if required, form a sub-committee;
- decide and book the venue if required. Check that facilities are suitable for the event and the number of participants;
- arrange the personnel (speaker, demonstrator etc) and confirm the date, time, length of presentation, cost and any equipment required;

- arrange catering;
- estimate total cost and decide whether this will be covered by Trefoil Guild funds or tickets will be sold. If the event is a fund raiser, make sure the entry fee will cover costs as well as raising funds;
- if required, design and print programs/flyer, listing date, time, venue, cost and description of event, together with application forms and/or tickets, if required;
- organise publicity in local papers if applicable;
- send invitations to other Trefoil Guilds and groups;
- arrange sufficient help to set up, prepare refreshments, organise a compere for the event, obtain a gift for the speaker/demonstrator, organise music etc;
- after the event, it is important to have an evaluation meeting and record any ideas for future events.

Gatherings

Australian Trefoil Guild Gathering

A biennial Australian Trefoil Guild Gathering is held, hosted and organised by States in turn, on behalf of the Australian Trefoil Guild. The host State is pre-determined by an established rotation as follows: New South Wales/ACT/NT; Victoria; Queensland; South Australia; Tasmania and Western Australia. Should a State have difficulty in hosting a Gathering, it may ask to miss its turn on the roster.

Australian Gatherings combine discussions and social activities and add to the knowledge and enjoyment of all participants.

State Gatherings

Annual Gatherings may be held in each State to suit particular requirements. Discussion of subjects of interest may take place and members from all over the State can meet and exchange news and views.

Lone Trefoil Guilds

Lone Trefoil Guilds cater for those who, due to distance, illness, work or other commitments are unable to attend regular Trefoil Guild meetings. Members send news of their activities to the Secretary and receive regular communication to inform them of local, Australian and overseas news and events. Lone Trefoil Guild members meet on occasion, whenever possible, and are encouraged to attend Gatherings at State, Australian and International venues.

There is a Lone Trefoil Guild in most States. A member may join a Lone Trefoil Guild in another State. A membership fee would be payable to the State in which the Trefoil Guild is registered.

Contact your State trefoil Guild Adviser for further details.

ATG Challenge Programs

Dark Horse Venture

The Australian Trefoil Guild has arranged to run this scheme for Trefoil Guild members only. With the agreement of The Dark Horse Venture UK, Australian Trefoil Guild will print and distribute all necessary literature, attend to registration of applicants, manage activity notifications and assessment reports and arrange the issue of certificates.

In line with Trefoil Guilds in the UK and New Zealand, we will accept applicants to The Dark Horse Venture who are aged 50 years and over.

The Dark Horse Venture was introduced in Britain and now has international links. Any retired person or person aged over 50 years can join the scheme, no matter how fit or frail they are and irrespective of their background or present circumstances.

The Venture aims to discover the hidden talents and abilities of older people and put them to creative and practical use, whilst helping themselves and their wider community.

Becoming a Venturer is a journey of self-discovery and presents opportunities for people to get involved in new activities, hobbies and studies and encourages them to achieve their personal best. Participants join the scheme by taking up an activity of their own choice, at a level they have not seriously tried before.

A goal and target within a chosen subject is set and must be undertaken for at least 12 months; longer time periods present no problem. The Venture has encouraged thousands of older people world-wide to regain a focus in their lives, relieving loneliness and boredom for some and providing encouragement and recognition for achievements for all, however busy or otherwise their lifestyle may be. Isolation and disability are not an obstacle to joining the Venture and completing challenges.

There are five categories in which people can participate, by choosing an activity that fits into one of these. More than one challenge, in different categories, can be worked on simultaneously and a Gold Certificate is awarded to participants upon the completion of four different challenges.

Venturers choose a challenge and find a support person – someone with suitable qualifications, experience and familiarity with the subject they are following. The support person could be a friend or family member if they have reasonable knowledge of the challenge the Venturer is undertaking. The support person acts as a mentor and at the completion of the challenge is required to verify that the goals of the Venturer have been met, within the spirit and regulations of The Dark Horse Venture.

To join, contact the Dark Horse Venture Coordinator in your State to obtain the forms and information. Upon completion of the forms and fee payment, a personal journal will be forwarded, together with all information required to start on the Venture.

For further details contact darkhorse@girlguides.org.au or your State Trefoil Guild Adviser.

Southern Cross Challenge

The Australian Trefoil Guild has arranged to run this scheme for Trefoil Guild members, in line with and in agreement with the UK Trefoil Guild Voyage Award Scheme. The Australian Trefoil Guild created the Southern Cross Challenge scheme, and appointed a Southern Cross Challenge Coordinator,

The Coordinator will print and distribute all necessary literature, attend to registration of applicants, manage activity and assessment reports and arrange the issue of certificates and badges.

The Challenge aims to discover the hidden talents and abilities of members and put them to creative and practical use, whilst helping themselves and their wider community.

Joining the Challenge becomes a journey of self-discovery and presents opportunities for members to get involved in new activities, hobbies and studies and encourages them to achieve their personal best. Participants join the scheme by taking up an activity of their own choice, at a level they have not seriously tried before.

The Challenge encourages Australian Trefoil Guild members to gain a focus in their lives, relieving possible loneliness and boredom for some and providing

encouragement and recognition for achievements for all, however busy or otherwise their lifestyle may be. Isolation and disability are not an obstacle to joining and completing the challenges.

There are five categories in which people can participate. With the approval of the Challenge Coordinator, the participant chooses an activity that fits into one of the categories. More than one challenge, in different categories, can be worked on simultaneously. Badges and Certificates are awarded as follows:

- Bronze – after a minimum of 20 hours per sub section over six months or more;
- Silver – after a minimum of 30 hours per subsection and over 12 months or more;
- Gold – after a minimum of 40 hours per sub section over 12 months or more.

Starting at the Bronze level, each level must be completed before moving on to the next.

Participants choose a challenge and find a support person who is someone with suitable qualifications, experience and familiarity with the subject the participant is following. The support person could be a friend or family member if they have reasonable knowledge of the challenge being undertaken. The support person acts as a mentor and at the completion of the challenge is required to verify that the goal of the participant has been met, within the spirit and regulations of The Southern Cross Challenge.

Contact The Southern Cross Challenge Coordinator

southerncross@girlguides.org.au or your State Trefoil Guild Adviser in your State to obtain the forms and information. Upon completion of the forms and fee payment, a personal journal will be forwarded, together with all information required to start on the Challenge.

Appointments

Australian Trefoil Guild (ATG) Adviser

- *Title of Position:*
Australian Trefoil Guild Adviser (ATGA)
- *Nominated by:*
Trefoil Guild Members
- *Selected by:*
State Trefoil Guild Advisers and the Chief Commissioner
- *Approved by:*
Board of GGA
- *Responsible to:*
State Trefoil Guild Advisers and GGA
- *Term:*
Up to three years with an option, if mutually agreed, for a further period of one year
- *Main purpose:*
To facilitate and liaise between State Trefoil Guild Advisers. To promote Australian Trefoil Guild activities. To represent Trefoil Guild on the National Scout & Guide Fellowship of Australia Executive Committee.

ATG Dark Horse Venture Coordinator

- *Title of Position:*
Australian Trefoil Guild Dark Horse Venture Coordinator
- *Nominated by:*
Trefoil Guild members

- *Appointed by:*
Australian Trefoil Guild Adviser
- *Ratified by:*
Australian Trefoil Guild Adviser and State Trefoil Guild Advisers
- *Responsible to:*
Australian Trefoil Guild Adviser and The Dark Horse Venture UK
- *Term:*
Up to three years with an option, if mutually agreed, for a further period of one year
- *Main purpose:*
To promote The Dark Horse Venture scheme and, administrate the participation of Trefoil Guild members in Dark Horse Venture

ATG Southern Cross Challenge Coordinator

- *Title of Position:*
Australian Trefoil Guild Southern Cross Challenge Coordinator
- *Nominated by:*
Trefoil Guild members
- *Appointed by:*
Australian Trefoil Guild Adviser
- *Ratified by:*
Australian Trefoil Guild Adviser and State Trefoil Guild Advisers

- *Responsible to:*
Australian Trefoil Guild Adviser
- *Term:*
Up to three years with an option, if mutually agreed, for a further period of one year
- *Main purpose:*
To promote The Dark Horse Venture scheme and, administrate the participation of Trefoil Guild members in the Southern Cross Challenge

Guild members in Australia and to international events both overseas and within Australia. Increase the number of Australian Trefoil Guild members participating in and expressing interest in International Programs

ATG International Coordinator

- *Title of Position:*
Australian Trefoil Guild International Coordinator
- *Nominated by:*
Trefoil Guild members appointed
- *Ratified by:*
Australian Trefoil Guild Adviser and State Trefoil Guild Advisers
- *Responsible to:*
Australian Trefoil Guild Adviser
- *Term:*
Up to three years with an option, if mutually agreed, for a further period of one year
- *Main Purpose:*
To be responsible for the management of matters associated with international travel of Trefoil

State Trefoil Guild Adviser

- *Title of Position:*
State Trefoil Guild Adviser Nominated by: Trefoil Guild Members (Form ATG 1/15)
- *Appointed by:*
State Trefoil Guild Adviser and the selected interview panel which must include the State Commissioner and the Australian Trefoil Guild Adviser
- *Approved by:*
State Girl Guide Executive/Board
- *Responsible to:*
Australian Trefoil Guild Adviser and the respective State Commissioner
- *Term:*
Three years with the option, if mutually agreed, for up to a further one year
- *Main purpose:*
To establish, help, encourage and promote Trefoil Guilds and support their work throughout the State

Australian and State Advisers Meetings

Meetings of Australian and State Trefoil Guild Advisers can be held virtually or in person.

Items affecting the Trefoil Guild are submitted as motions from States and then circulated to States for discussion, so that Advisers may represent their State's opinion at the meeting.

Voting: each State Trefoil Guild Adviser and the ATGA has one vote. If the vote is tied, the ATGA has the casting vote.

Risk Management

GGA requires all members to assess and manage the risks associated with their Trefoil Guild activities, to ensure that everyone is in a healthy, safe and nurturing environment. Risks may include: activities conducted in the course of a meeting, running a camp, outdoor activities, level of membership, financial viability, etc.

To control these risks, assessment and the implementation of control measures are to be undertaken. GGA has a framework, formal policy and procedure for undertaking risk assessment. Members should make themselves familiar with the GGA Risk Management Framework and associated policies and procedures.

In the event of an incident or accident, members are required to complete the Girl Guide Incident Report (refer [Guide Lines](#)).

Trefoil Guild Merchandise

The State Trefoil Guild Adviser may appoint a member to manage State Trefoil Guild and Australian Trefoil Guild merchandise. Please contact your State Trefoil Guild Adviser.

Some States have their own Trefoil Guild shirts. Ordering and distribution of these shirts are managed by State Trefoil Guild. Any use of the GGA logo must meet the GGA brand guidelines requirements (refer [Guide Lines](#)).

The Australian Trefoil Guild Adviser circulates a list of available merchandise to State Advisers. Packing and postage is added to the price and payment is requested within 30 days of invoice date. Prices are available on request, as they may change from time to time.

Merchandise from the ATGA will be near cost price and STGAs may use their discretion as to what price is charged to members.

A list of all Trefoil Guild merchandise is available through State Trefoil Guild Advisers and is circulated to Trefoil Guilds on request.

Trefoil Guild Banner and stand may be borrowed from State Trefoil Guild Adviser.

World Association of Girl Guides and Girl Scouts (WAGGGS)

With over ten million Girl Guides and Girl Scouts from over 152 countries across the world, the World Association of Girl Guides and Girl Scouts (WAGGGS) is the largest voluntary movement dedicated to girls and young women in the world. There are five WAGGGS Regions – Africa, Arab, Asia-Pacific, Europe and Western Hemisphere.

For information about WAGGGS please visit the WAGGGS website: [World Association of Girl Guides and Girl Scouts - WAGGGS](http://www.wagggs.org)

The International Scout and Guide Fellowship (ISGF)

The ISGF was formed on 25 October 1953.

“The International Scout and Guide Fellowship (ISGF) is an organisation for adults, in support of Scouting and Guiding.” (The Constitution and by-laws of ISGF.)

ISGF Fellowship Day

25th October has been chosen as “Fellowship Day”. It is an opportunity for all constituent organisations in National Scout and Guide Fellowship (NSGF) to gather for a day of fellowship. This may be in the form of a picnic, a day with an international theme, an outing etc. The ISGF annually publishes a message for use on this day.

International Conferences and Gatherings

An ISGF World Conference is held triennially. Each member country may nominate four delegates (in Australia this is two Trefoil

Guild members and two BP Guild members). Other NSGF members may also attend the conference. At this conference decisions are made relating to the governing of ISGF and members are elected to the World Committee.

Regional Gatherings may be held in the years between World Conferences. Australia is a member of the Asia-Pacific Region.

National Scout and Guide Fellowship of Australia (NSGFA)

The NSGFA is administered by the Trefoil Guild, Baden-Powell Guild (BP Guild) and St George Guild Inc.

The NSGFA Council rotates between States every three years. Council meetings are held three or four times each year.

NSGFA Council consists of three Trefoil Guild members - the ATGA and two Trefoil Guild members (usually the STGA and one other member) from the State in which the NSGFA Council meets. The Trefoil Guild representatives on the NSGFA Council should not hold membership of the Baden-Powell Guild. The BP Guild has three representatives on the NSGFA - the Australian Guild Master, with two BP Guild members from the State in which the NSGFA Council meets.

Chairmanship rotates between the ATGA and the Australian BP Guild Master. Trefoil Guild members (with the exception of honorary members) pay an annual subscription to NSGFA and ISGF.

Twinning

Trefoil Guild applications for Twinning are to be made on the ISGF/AISG Form and forwarded via the STGA to the ATGA, who will forward the same to the NSGFA International Secretary for processing. A certificate confirming the Twinning is issued by ISGF.

This is a practical way for members to be involved internationally. The principle of Twinning is to establish contact between members of the International Fellowship in different parts of the world. Twinning can be implemented at any one of three levels:

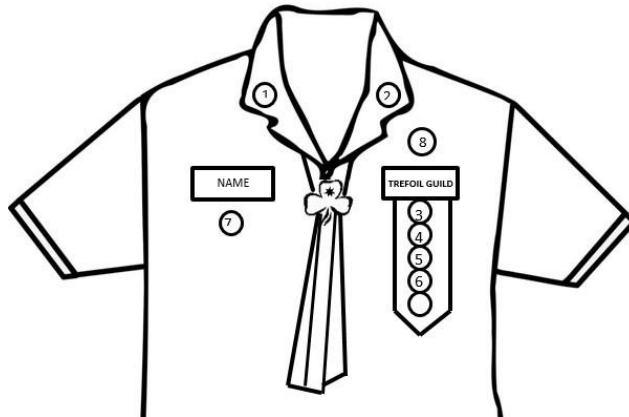
- person to person – a member of a Trefoil Guild writes to a Trefoil Guild member in another country;
- Trefoil Guild to Trefoil Guild – when all Trefoil Guild members become involved with a Trefoil Guild in a different country;
- country to country – when the National Committee writes to an existing, new or potential member organisation.

Appendix 1

Badge tabs are worn on the left-hand side of the formal Trefoil Guild shirt, with the name bar on the right

Placement of badges:

1. World Badge (worn by all members who have made the Guide Promise) on right collar or on the top of the tab.
2. Promise badge on left collar or under the World Badge on the tab.
3. State badge
4. Years of membership
5. Other badges: NSGFA, ISGF, Special event
6. Multiple badges may be worn if they look tidy When placed, badges must remain within the badge tab and not protrude over the edges.
7. Good Service Awards under name badge
8. Australian or Queen's Awards (e.g., medals, OAM, etc.) over badge tab



Members should exercise common sense on the number of badges and their placement on the tab to ensure it looks professional and uncluttered. Only Guide or Guide related badges (such as Australian honours) are to be worn on the tab. No cloth badges are to be worn on the Trefoil Dress or badge tab.

Badges and Dress items are available through the State or ATG Trefoil Guild Merchandise Coordinator.

Glossary

AGM	Annual General Meeting
ATG	Australian Trefoil Guild
ATGA	Australian Trefoil Guild Adviser
CC	Chief Girl Guide Commissioner Australia
GGA	Girl Guides Australia
GiA	Guiding in Australia
Guide Lines	
ISGF	International Scout and Guide Fellowship
NSGFA	National Scout and Guide Fellowship Australia
SGGO	State Girl Guide Organisation
STGA	State Trefoil Guild Adviser
STG	State Trefoil Guild
SC	State Girl Guide Commissioner