



TREFOIL GUILD

**PROGRAMME
RESOURCE
BOOK
FOR
TREFOIL
GUILDS**

BOOK REVISED BY STGA'S

TREFOIL GUILD

2016

PROGRAMME RESOURCE BOOK FOR

TREFOIL GUILDS

Planning a programme for your Trefoil Guild can be both an interesting and challenging time, particularly for small guilds.

Most of the ideas in this booklet have been contributed by members at the 2005 NSW State Gathering during discussion time and revised by the State Trefoil Guild Adviser's at Douglas Scrub in South Australia 2016.

We can reflect back on Lord Baden-Powell's signposts for Guiding – these programme signposts are still valid today and are suitable guidelines for all ages.

Character and Intelligence

Skill and Handcraft

Physical Health and Hygiene

Service for others and Fellowship

(Girl Guiding 1918)

The three responsibilities undertaken by Trefoil Guild members also 'fit' with these original signposts.

- Keeping alive the Spirit of the Promise and Law
- To carry that spirit into the community
- To support Guiding

This Programme Resource Book includes sections on:

Collecting ideas for the programme

Finding Guest Speakers

Meetings

Programme ideas

This book is intended to be a 'living document' ideas and further content can be added as Guilds share their ideas, and pass on activities and methods that have proved to be successful for them.

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COLLECTING IDEAS

BRAINSTORMING:

Have a sheet of paper and then collect ideas from members just write everything down no evaluation as to whether it has been done before, whether or not members are physically fit enough, expense etc.

Write down all ideas on anything it could be wild and wonderful ... let imaginations flow ... but no evaluation or criticism at this stage.

Allow plenty of time for ideas and thoughts to develop.

Next, analyse the ideas. Which are of most interest to the group? Eliminate the others. Now build on and develop the ideas.

Next, how can the possible problems of expense, physical limitations of members, transport, be overcome so these activities could happen?

e.g. Instead of a visit to the bat colony or snake farm, maybe the bats or snakes could be brought to your meeting place.

Plan ahead ... liaise with your local community centre or Council, for the hire of the community minibus, some of these have wheelchair access.

STARBURST:

Further ideas can be triggered by someone's idea, a programme idea that members enjoyed, or a guest speaker's subject matter.

Draw up a star with the 'topic' in the centre, then, imagine many points of the star, each with a topic that can be developed from the original topic.

For example: a visit to a Japanese Garden.

Then 'starburst' all the other related activities that could be enjoyed.

Visit to a nursery, bonsai, guest speaker or member - find out about symbolism of a Japanese garden, visit or invite a speaker from a Koi Farm (the big fish seen in ponds), see a traveller's photographs of Japanese gardens, have a go at writing haiku poetry, have a meal at a Japanese restaurant, try ikebana flower arranging.

LOCAL NEWSPAPERS:

Take several copies of the local newspaper to the meeting. Divide up the pages between members. Write down anything that prompts a programme idea or an activity or something that you could join in with another organisation. Maybe, there is a flower show, volunteers with a specific interest, new coffee shop opening, a charity needs books to sell, a school's band trip to somewhere.

STATE MAGAZINE:

What can you attend? What can you visit? What can you support?

GUIDES AUSTRALIA AND STATE GUIDE WEBSITES:

These websites (www.guidesaus.org.au - has links to all States) contain much of interest, which could form a basis of discussion or activity. Websites keep members up to date with what is going on at national and state level. Also, look at the WAGGGS website to learn more about World Guiding, and the five World Centres.

INTERNATIONAL YEAR OF:

WAGGGS YEAR OF OR TRIENNIUM OF ... Thinking Day Activity Pack ...

These are programme ideas that can be linked to these. Try brainstorming method or starburst method.

CONTACTS IN GUIDING:

Who has travelled to an overseas event? What is the Ambassador Scheme? What is happening at our state campsites? What are the developments in the girls' programmes? What is the Triple Treat? (*it is an ice cream cone shaped badge given to guides when they 'bring a friend' and she starts attending Guide Meetings and makes her Promise*). Scan through state and region magazines/newsletters, for ideas for speakers and ways your Guild can be of assistance and support. Make contact with your local Guides and see what support is needed e.g. offer to host a programme.

SPECIAL DAYS AND DATES:

There are many, many dates popping into the calendars, now relating to health and other social issues, also festivals and other historic days celebrated in various countries. These can form a theme for a meeting!

JANUARY

Australia Day (26th January)

Robbie Burns' birthday - Scotland (25th January)

FEBRUARY

World Cancer Day

St Valentine's Day (14th February)

Thinking Day - National Day (22nd February)

Japanese / Chinese New Year

Waitangi Day NZ (6th February)

MARCH

Clean up Australia Day International (1st March)

Women's Day

St Patrick's Day (17th March)

St David's Day – Wales (1st March)

Independence Day - Greece (25th March)

International all cats birthdays

APRIL

World Health Day

Arthritis Week

ANZAC Day (25th April)

International Guide Dog Day

St Georges Day (23rd April)

Prophet Muhammad's birthday

Clown Doctor's Smile Day

MAY

Mother's Day (2nd Sunday)

World Red Cross Day

National Volunteers' Week

Birth of Buddha

National Day - Norway (17th May)

Australia's Biggest Morning Tea

National Palliative Care Week

Red Nose Day (17th May)

JUNE

HM The Queen's Birthday (2nd Monday June)
World Environment Day
International Refugees' Day
Bounty Day – Norfolk Island (8th June)

JULY

Independence Day – USA (4th July)
National Day – Canada (1st July)
Bastille Day – France (14th July)

AUGUST

Horses' birthday (1st August)
Daffodil Day (Breast Cancer Research)
National Day of the World's Indigenous People

SEPTEMBER

Wattle Day (1st September)
Australian National Flag Day (3rd September)
World Alzheimer's Day
Stroke Awareness Day
Father's Day (1st Sunday)

OCTOBER

International Day of the Older Persons
Foot Health week
Universal Children's Day
ISGF Fellowship Day (25th October)
Oktoberfest – Germany (19th September!)

NOVEMBER

Walk there today Week
St Andrew's Day – Scotland (30th November)
Melbourne Cup Day – Australia (1st Tuesday)

DECEMBER

National Surf Lifesaver's Day
Australian Fur Seal's Birthday
International Day for the Disabled Persons
St Nicholas Day (6th December)
International Meeting exploring the Five WAGGGS World Centres
Independence Day – Finland (6th December)
Christmas Day (25th December)

ALPHABET:

HAVE A GO OR FIND OUT ABOUT!!!

Here are a few ideas to get you started:

- A Art Galleries, art sessions, aboriginal culture, antiques, aromatherapy
- B Butterflies, barbecues – invite lonely people, bushwalks
- C Conservation ideas, Christmas craft, carol singing, cinema, concerts, 'Capital Jig' activity (from booklet - 100 years of Guiding UK)
- D Dental Health, deportment, decoupage
- E Exercise, environment, 'each one bring one' (new members)
- F First Aid, fire prevention, Festival days (Saint's days), Friends
- G Garden visits, guests, genealogy
- H Hobbies, handcrafts, historic houses
- I International, ISGF, International years
- J Jam making, jumble sale, journey (billet with another Guild)
- K Kayaking! knitting, knotting, (decorative or revision)
- L Lecture, legend telling, letter writing, local library service
- M Musical sessions, market visits, members' experiences, museums
- N Native birds and animals, National Park activities, New Zealand, NSGFA
- O Other organisations (e.g. CWA, Red Cross, VIEW ZONTA), origami, owl collections
- P Philately, play-reading, Pilates, Papertole, photo scrapbooking
- Q Quizzes, Q-Ming, quilting
- R Religious differences, reflexology, radio (community)
- S Scrap Books (for hospitals, nursing homes), scrabble, stamps

- T Travel talks/films/videos, tea tasting, tai chi
- U Underwater aquarium, UNICEF
- V Videos, veterinary advice for older animals
- W Water gardens, whale watching, word games, wildflowers
- X Xylophone, x-c skiing (cross country skiing)
- Y Youth programme, yellow theme, yoga
- Z Zoo visits, zoo sleepover, Zen Buddhism, Zig Zag railway

IDEAS FOR PROGRAMMES:

The majority of these ideas were collated from the scribes' papers written during the Discussion time at the NSW Trefoil Guild Gathering 2005 and State Trefoil Guild Adviser's Meeting 2016.

SOCIAL ACTIVITIES:

Trefoil Guild activities can include activities that are purely social, an opportunity to invite friends who are not members, husbands and members from other Guilds and members in uniformed positions.

- an evening function at a Guide property with a theme e.g. picnic races. Guests to dress to the theme, possibly even with a given character.
- Social activities with a fundraising purpose e.g. to assist Guides attending an overseas event.
- Invite non-member friends or ex-Guiding personnel, after several meetings invite them to become members.
- Annual Trivia night, and invite all the Region's leaders.
- Christmas Party or Picnic. Invite husbands/families.
- Dinner at a local club with husbands/partners.
- Bingo, Housie and involve the community
- 'Shop 'til you drop' tours

- Games afternoon, recipe parties
- Leaders' breakfast
- Lunch in a member's home – with helpers to take courses.
- Outings – collect the pamphlets from your local Tourist Information office
- Sports – Barefoot Bowls, croquet, kayaking
- Visits – historic buildings, museums, parks, rivers
- Walks
- Weekends Away
- Progressive Dinner
- Sea Cruise – Capital Jig (idea and booklet from UK)

COMMUNITY ACTIVITIES:

Lord Baden-Powell was committed to the concept of the Good Turn from the inception of his programme for boys. He first wrote about it in a letter for a London Boys' Club in 1901 some years before he wrote – 'Scouting for Boys'. For older young people and adults, this concept translates to Service and it is an aspect of our undertaking to keep alive the spirit of our Promise, in our lives as Trefoil Guild members. For some, this service is fundraising, for others physically helping a cause, for others it is knitting and collecting items. All are service.

- Timekeepers at school/Region Guide Swimming carnival
- Cards to hospitals for children or long term patients having birthdays whilst in hospital
- Catering for Guiding functions, Citizenship ceremonies
- Catering for Seniors lunches
- Providing Christmas puddings to Foster families
- Child Sponsorship e.g. World Vision
- Christmas shoeboxes
- Collecting food for charities
- Driving for Community Resource Centre
- Helping new Australians assimilate into Australian way of life

- Knitting Teddies, trauma dolls, preemie baby wear etc.
- Knitting, sewing for women's refuges or charity shops
- Selling Badges etc. for charities
- Organising Musicales for tertiary studying music for practice in front of an audience
- Manning Stalls
- Supporting charities
- Teaching conversational English to non-English speaking migrants/resident
- Toys for Salvation Army
- Walk against Want, Relay for Life, MS walk
- Cancer Council Biggest Morning Tea
- Red Cross 'Telecross' volunteers
- Zoo sponsorship
- Collecting magazines for seaman's mission
- Recording talking newspaper for people with low vision
- Rosemary sprigging for ANZAC Day
- Clean up Australia Day

FUND-RAISING:

Guides may fundraise from time to time for many reasons. These may be to support a cause of another organisation, to finance a special project in local Guiding, to support another area of Guiding or a specific Fund, to support a youth member's or leader's efforts to attend an international event, to assist with fees or uniforms for needy girls, to raise funds for a Guide's own expenses and programme enjoyment, or any number of other reasons.

- Bus shopping trip
- Catering – weekends away
- Christmas Puddings and Cakes
- Christmas Trees
- Craft Stall, street stalls
- Crazy Whist
- Friends of Guiding dinner
- Garage sale

- Gift wrapping
- Guide Biscuits
- Homemade chocolates
- Lunch meetings (everyone pays except hostesses)
- Mother's Day lunch
- Sausage Sizzle
- Soup and Trivia
- Trading Table
- White elephant stall
- Fashion Parade

GUEST SPEAKERS:

Guilds may choose to invite guest speakers for a special purpose, general, information, entertainment, as part of an AGM or social activity.

Find guest speakers for someone

- From the hospital e.g. health promotion, falls prevention programme, A.C.A.T., occupational therapist, podiatrist
- From CentreLink
- From the local library on services for those with poor vision
- From a local charity e.g. Royal Blind Society, Red Cross
- From a service organisation e.g. Rural Fire Service, Meals on Wheels, Guide Dogs, Careflight, Lions, Hearing Dogs
- Representing a self-help disability group e.g. Retina Australia
- To share their travel experiences
- Who is not well known but should be!
- In an unusual career e.g. chicken sexer, oyster shucker, scallop splitter, apiarist
- From the church to talk about experiences of their Mission
- From a non-English background
- From the Historical Society about pioneers in your area
- Compile a list of inspiring speakers
- To share a handcraft, or speak about the history of a craft
- Who is a member of a Garden Club e.g. pot-plants, balcony gardening, herbs

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- From an adult education group e.g. University of Third Age
- Who is listed in Federation list of 2001
- Whose job/interest is connected to the theme of the Year
- AND think of all those involved in Guiding – the Adviser's, the Awards Chairman, Properties, Trainers, Camp Assessors, QM's!!! etc.
- Don't forget the youth members have a lot to tell of interest ... their programme, badge-work, camps, service.

WEEKENDS AWAY:

Some Guilds have an annual few days away together – at a state or region Guide property, in cabin, on a houseboat or in a guest house. Invite other guild members.

SUPPORT FOR GUIDING:

Invite your Region Leader or District Leader to a meeting to find out ways that your Guild can be of assistance, in ways which do not involve fund raising.

POSSIBILITIES:

- Attend region AGM and send a representative to District AGM's
- Help with barbecue at swimming carnival
- Catering for amps, leaders' swap and share days
- Helping at Mothers' and Daughters' camps
- Catering for region conferences or special events
- Participating in church parades
- Manning region shop
- Helping with the behind-the-scenes jobs at Gang Show
- Help collate state or region newsletters
- Support for Guiding
- Participating in Support Group activities
- Recorder for Guide events, regattas, swimming carnivals
- Collect or supply items as needed for special events e.g. World Conferences, Friendship Train, Jamborees
- Support local Guide campsite
- Attend Youth meeting to share a skill or a series of instruction sessions

- Making new curtains for Guide Hall
- Trefoil Guild liaison/contact to region team
- Wear Trefoil Guild 'dress', rugby tops or Trefoil Guild Badge

SPIRIT OF GUIDING:

How do we define this ... and yet it is probably the thing that keeps us bound together. For most, Guiding is a fact of our lives through the Promise we made, the programme we shared and the friendships made over the years.

How can Guild members attract new members?

- Personal contact
- Invitations to retiring Guide Leaders
- Attend girls' achievement award ceremonies
- Community radio
- Write-ups of a special projects or activities in local newspaper
- Public Noticeboards
- Write-ups of special projects or activities in local newspaper
- Include details of next meeting in local paper
- Plan the programme for the year in advance, include outline in region newsletter or 'take home' notes for the girls
- Attach Trefoil Guild tags to goods made
- Include non-members and husbands
- Show you are having fun at all times – general image

Support for each other, living the spirit of Guiding, and interaction with other Guilds all help keep your Guild alive and active in spite of physical limitations of members due to age, or, disability, or, transport or distance problems.

- Keep contact with the member who has moved away
- Lones Trefoil Guild membership
- Advise this member of Guild contacts in her new area Aged Care facility
- Notify the TG Region Liaison of the potential new member
- For members at times of personal stress – cards, cooking, gardening, hospital and home visits, phone calls, shopping

- When the Guild is bereaved – attend funeral or memorial services in ‘TG Dress’, donate to a charity that was the members’ interest, donate to the Region in memory of the member, memorial plaques may be able to be placed in the Region or State outdoor chapel,, support family members.

MEETINGS:

Personalise your starts and finishes to your meetings e.g. Trefoil Guild Prayer, Friendship candle, Flag Ceremony, Taps. This can become your Guild’s tradition. Every Guild can be different. There is no set quorum for business meetings, as this can be a decision of the Guild.

For business meetings follow the accepted stages of meeting procedure.

For special purpose meetings e.g. for a specific function, holiday or project ensure that the minuting shows who is responsible for each task allocated. The ‘usual’ agenda forma of the meeting can be modified to suit the purpose of the meeting.

Annual General Meetings are an excellent opportunity to showcase the activities you have been doing. Invite your Region Leader and other Guiding Personnel, your Mayor or his/her representative, your local politicians, church leaders, representatives of other community clubs and organisations, your Guild patron and Life members.

Ensure that your special guests are met and not left standing alone!

For further information, check the current Australian Trefoil Guild Handbook.

CEREMONIES:

Arranging ceremonies for special occasions can become an interesting and enjoyable part of the programme.

Be aware of Cultural sensitivity.

Recognition of Country.

National Anthem.

Ceremonial can be used for any number of reasons – welcoming a new member. Promise and/or re-affirmation of the Promise, congratulations on a special achievement, farewell, and thank you to a guest speaker.

Traditional Guide Ceremonies may be chosen based around symbols that are 'meaningful' to the Guild, or members may invent appropriate ceremonies.

For whatever reason a ceremony is arranged, it should always be kept in mind that

- It should be suitable for the occasion – e.g. formal for days such as ANZAC Day, World Guide Thinking Day.
- A ceremony (to welcome a new member, Promise Ceremony, reaffirmation of the Promise, Farewell, Congratulations) must be acceptable and appreciated by the person/s for whom it is intended.
- Time of day, weather conditions, space available, number participating, should be taken into account.

Making up ceremonies can be fun! They may be simple or elaborate, involving props and costumes. The choice is the members'. Let imaginations run riot! And have fun!

Has your Guild developed its own opening and closing ceremony for meetings?

'A suggested 'Fool Proof' recipe for ceremonies is one we all know:

<i>Something old</i>	<i>Traditions</i>
<i>Something new</i>	<i>Innovation</i>
<i>Something borrowed</i>	<i>Someone's good idea</i>
<i>Something blue</i>	<i>Our members</i>

Mix this recipe with your own brand of magic and enjoy the result!

**USE THIS SPACE TO LIST YOUR
GUILD'S PROGRAMME IDEAS
AND TRADITIONS.**