



Registration: Trefoil Guild (Form R/T)

This form is used by the Chairman of a Trefoil Guild to register a new Guild.

Form R/T comes in five parts.

- Top copy: white.
- Second copy: pink.
- Third copy: blue.
- Fourth copy: green.
- Bottom copy: yellow.

*If the form is taken from the website, please mark the copies white, pink, blue, green and yellow.*

**The Chairman of The Trefoil Guild:**

- ❖ Completes and signs the forms
- ❖ Gets signature of District/Division/County Commissioner as appropriate
- ❖ Keeps yellow form
- ❖ Forwards the other copies to County Trefoil Guild Chairman

**The Commissioner:**

- ❖ Checks and signs the form.
- No need to take further action - for information only*

**The County Trefoil Guild Chairman:**

- ❖ Checks and signs the form
- ❖ Keeps green form
- ❖ Sends blue form to County Registrations (Guide) for information
- ❖ Sends pink form to C/R Trefoil Guild Secretary or Chairman for information
- ❖ Sends white form to Trefoil Guild office

**The County (Guide) registrations personnel:**

- ❖ Records the information
- ❖ Passes information to C/R Guide HQ if appropriate

**The Country or Region registrations personnel:**

- ❖ Records information

**The Trefoil Guild Office:**

- ❖ Signs the form
- ❖ Registers the Guild
- ❖ Completes the registration certificate and sends it to County Trefoil Guild Chairman who returns it to the Guild
- ❖ Sends individual Members Personal Details forms to the new Guild for completion

If the Chairman of the Trefoil Guild does not receive the registration certificate within eight weeks, she should contact her County Trefoil Guild Chairman.