

## Subscription payment form – for guilds paying by cheque 2024

Complete the below fully and send in good time to arrive by 22 February 2024. Cheques are payable to 'Trefoil Guild'. Keep a copy of this form for your records and gift aid claims. Post both the cheque and form to **17-19 Buckingham Palace Road, London, SW1W 0PT**.

| Subscription fees                                 | national<br>subscription rate:<br><b>£17.00</b> | country or region<br>subscription rate:<br><b>£</b> | county<br>subscription rate:<br><b>£</b> | Total<br>amount:<br><b>£</b> |
|---|---|---|--|------------------------------|
| Number of members paying:                         |   |   |  |                              |
| Amount to pay:                                    |   |   |  | <b>£</b>                     |
| Number of additional magazines priced at £8 each: |   |   |  | <b>£</b>                     |
| <b>Full total enclosed:</b>                       |   |   |  | <b>£</b>                     |

|  |  |
|--|--|
| How many Trefoil members will also pay a Girlguiding subscription in 2024? |  |
| Send additional magazine (£8) to:  | chair/secretary/treasurer/other (specify overleaf) |

| Role                                | Membership number | Member name | Role start date |
|-------------------------------------|-------------------|-------------|-----------------|
| Chair                               | T0                |             |                 |
| Secretary                           | T0                |             |                 |
| Treasurer                           | T0                |             |                 |
| Name and email address for receipt: |                   |             |                 |

- Ensure your cheque is filled out fully and for the correct amount. If your cheque is filled out incorrectly and incurs bank charges they will be recharged to your guild. Make your cheque payable to 'Trefoil Guild' and send to our office address (see above).
- If you absolutely cannot pay by cheque or via our website, please call the Trefoil office for alternative payment options on **020 7834 6242, extension 3010**.
- If the above guild roles change throughout the year, please contact your county team and your county KEY user will be able to update KEY (our database).
- To update your own contact details, please visit your member account on our website: [trefoilguild.co.uk/login](https://trefoilguild.co.uk/login) or call the dedicated membership helpline on **0151 668 0493**.
- Please write the names and membership numbers of all the members of your guild that you are including payment for overleaf. We cannot process this form without this list.
- This includes new members who have joined since we sent out the membership lists in **November**, and any currently joining.
- **All members attending by 22 February 2024 must pay subscription fees.**

Write the names and membership numbers of all the members in your Trefoil that you are including payment for in 2024, including the guild chair, secretary, and treasurer. We will not be able to process this form if the list of members is not included which will cause delays in processing repayments to counties, countries, and regions. Please put in alphabetical order by surname.

|     | Name of Trefoil member | Membership number |
|-----|------------------------|-------------------|
| 1.  |                        |                   |
| 2.  |                        |                   |
| 3.  |                        |                   |
| 4.  |                        |                   |
| 5.  |                        |                   |
| 6.  |                        |                   |
| 7.  |                        |                   |
| 8.  |                        |                   |
| 9.  |                        |                   |
| 10. |                        |                   |
| 11. |                        |                   |
| 12. |                        |                   |
| 13. |                        |                   |
| 14. |                        |                   |
| 15. |                        |                   |
| 16. |                        |                   |
| 17. |                        |                   |
| 18. |                        |                   |
| 19. |                        |                   |
| 20. |                        |                   |

Please post completed form and cheque to:

**Trefoil Guild, 17-19 Buckingham Palace Road, London, SW1W 0PT**