



CLUB COORDINATOR CHECKLIST 2018-19

2018

AUGUST

- ☐ Recruit new girls for club.
- ☐ Prepare a draft of the calendar for club meetings and special events for the year.
- ☐ Join ReFresh—an all-new, online membership site that provides year-round support for you and your club. Go to gemsrefresh.org.
- ☐ Ask your team (individually or meet as a group) to watch the ReFresh Video: 4 Simple Tips to Becoming a Great GEMS Counselor. Encourage your team to review the *Counselor Manual*.
- ☐ Plan your budget for the year.
- ☐ Order all curriculum, 2018-19 all-inclusive *Be a Blessing* Theme Resource Starter Kit, and club supplies from the GEMS Global Office.
- ☐ Send the GEMS Global Office your updated **SHINE brightly** and *Sparkle* Magazine subscriptions by **August 4**.

SEPTEMBER

- ☐ Recruit new girls for club.
- ☐ If you haven't done so already, sign up for ReFresh: gemsrefresh.org.
- ☐ Choose a GEMS ReFresh Training Option and date for your counselor team. (**Note:** ReFresh Training is replacing all Local Fall Workshops.) Contact lenaeg@gemsgc.org or hello@gemsgc.org if you need a GEMS ReFresh Training Options sheet.
- ☐ Send the GEMS Global Office your club's updated Counselor List* with addresses, phone numbers, and email addresses by **September 1**.
- ☐ GEMS Celebration Dinner* on **September 17**.
- ☐ Send in payments for **SHINE brightly** and *Sparkle* subscriptions which are due before **September 30**.

OCTOBER

- ☐ Follow-up with your treasurer/financial officer regarding the GEMS Global Office's request that your church/Christian organization schedule their annual offering for GEMS for the next (2019) calendar year. Check with your deacons and make sure the form was/will be completed and returned to the GEMS Global Office.
- ☐ Send annual dues to the GEMS Global Office. Dues: \$3.00 per girl in the US & Canada. Deadline: **November 15**.
- ☐ Check online for 2019 GEMS Conference* information.

NOVEMBER

- ☐ Check with your treasurer/financial officer and make sure the annual offering for the **current (2018)** calendar year has been sent to the GEMS Global Office by **December 31** and next season's (2019) offering is scheduled.
- ☐ Deadline for dues is **November 15**. Please be timely or your orders will be held at the GEMS Global Office!

DECEMBER

- ☐ If your **SHINE brightly** or *Sparkle* Magazine subscriptions have not been paid for by **December 1**, future issues will be held at the GEMS Global Office. Held issues will be sent when the total cost of the subscriptions have been paid. You will be billed for a holds shipping fee (10% of total subscription cost up to \$20).
- ☐ Deadline for the 2018 Annual Offering is **December 31**.

2019

JANUARY

- ☐ Meet with your counselor team to make arrangements for attending the 2019 GEMS Conference. Registration information is available online.*
- ☐ Review the packet of information sent to you about the Annual Theme and GEMS Sunday.* Recommended GEMS Sunday dates: **April 28 or May 5.**

FEBRUARY

- ☐ Meet with your pastor to discuss arrangements for GEMS Sunday.
- ☐ Complete your Conference registrations for you and your counselor team.*

MARCH

- ☐ Plan a special year-end celebration and badge award ceremony for the girls and counselors. Include parents and supporters.
- ☐ Order badges.
- ☐ Plan a special thank-you event/activity for your counselors.

APRIL

- ☐ Send your secretary a bulletin announcement about GEMS Sunday.
- ☐ Rehearse with girls and counselors for GEMS Sunday.
- ☐ Enjoy your GEMS Sunday!

MAY

- ☐ Give a report to your church and council/church leadership regarding your club's activities over the past year.
- ☐ Hold special year-end celebration and badge award ceremony.
- ☐ Finalize the list of returning counselors, Determine the number of new counselors needed for next year and recruit new counselors, if needed.
- ☐ Inform the GEMS Global Office if you will not be serving as Club Coordinator in the coming year: hello@gemsgc.org
- ☐ *GEMS Open** on **May 20.**

JUNE/JULY

- ☐ Attend the 2019 GEMS Conference with counselors.
- ☐ Schedule fall kickoff meeting with counselors and notify them of the date you will lead your GEMS ReFresh Training. Learn more at gemsrefresh.org.
- ☐ Order copies of all curriculum and 2019-20 theme material from the GEMS Global Office for display at your first meeting with your counselor team in August.

*For more information please visit our website gemsgc.org
Questions? Email hello@gemsgc.org

