



CLUB COORDINATOR CHECKLIST 2019-20

2019

AUGUST

- ☐ Pray! Pray for your new GEMS season and that God would help all to know they are LOVED. (1 John 3:1)
- ☐ Recruit new girls for club.
- ☐ Prepare a draft of a calendar for club meetings and special events for the year.
- ☐ Join ReFresh!—our 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 Message: “Four Essential Pieces to Structuring Your Club Meeting.” Encourage your team to review the Counselor Manual.
- ☐ Plan your budget for the year.
- ☐ Order the 2019-20 *LOVED. Period.* Curriculum Starter Kit, plus additional club supplies and resources based on your anticipated number of girls.
- ☐ 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 leadership team.
- ☐ Send the GEMS Global Office your club's updated Leader List with addresses, phone numbers, and email addresses by **September 30**.
- ☐ Send in payments for **SHINE brightly** and *Sparkle* subscriptions which are due before **September 30**.
- ☐ Send in *Form for Scheduling 2020 Annual Offering* which is due on **September 30**.

OCTOBER

- ☐ Send annual dues to the GEMS Global Office or Canada Office. Dues: \$3.00 USD/CAD per girl. Deadline: **November 15**.
- ☐ Check online for 2020 GEMS Conference* information.

NOVEMBER

- ☐ Check with your treasurer/financial officer and make sure the annual offering for the **current (2019)** calendar year has been sent to the GEMS Global Office by **December 31** and next season's (2020) offering is scheduled.
- ☐ Deadline for dues is **November 15**. Please be timely with your dues payment. Merchandise orders will not be filled for clubs with a delinquent Annual Dues payment of over 30 days.

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 2019 Annual Offering is **December 31**.
- ☐ Capture pictures or story highlights of how your girls' faith is growing in their club. Send stories to stories@gemsgc.org. Be sure you have parent/guardian permission to send photos.

2020

JANUARY

- ☐ Meet with your leadership team to make arrangements for attending the 2020 GEMS Conference, July 31-August 2. Registration information is available online.*
- ☐ Review the packet of information sent to you incorporating *LOVED*, into your GEMS Sunday.* Recommended GEMS Sunday dates: **April 26 or May 3**.

FEBRUARY

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

MARCH

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

APRIL

- ☐ Send your church secretary a bulletin announcement about GEMS Sunday.
- ☐ Rehearse with girls and leaders 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 a special year-end celebration and badge award ceremony.
- ☐ Finalize the list of returning GEMS Leaders, determine the number of new volunteers needed for next year and recruit new leaders, if needed.
- ☐ Inform the GEMS Global Office if you will not be serving as Club Coordinator in the coming year: hello@gemsgc.org.

JUNE/JULY

- ☐ GEMS Open* on **June 8**.
- ☐ Attend the 2020 GEMS Conference with your GEMS leadership team.
- ☐ Schedule fall kickoff meeting with leaders and notify them of the date you will lead your GEMS ReFresh training. Learn more at gemsrefresh.org
- ☐ Order the 2020-21 curriculum from the GEMS Global Office for display at your first meeting with your leadership team in August.
- ☐ Pray and thank God for His goodness and faithfulness.

*For more information please visit our website gemsgc.org

Questions? Email hello@gemsgc.org

