



CLUB COORDINATOR CHECKLIST 2024-2025

This checklist is designed for a typical GEMS year, running from September through May. Feel free to tweak it to fit your club's unique schedule and activities!

JULY

- Attend the Sisterhood Summit with your 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 copies of the featured curriculum (e.g., starter kit) from the GEMS Global Office for display at your first meeting with your team in August.
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AUGUST

- Recruit new girls for club.
- Prepare a draft of the calendar for club meetings and special events for the year.
- Check your club's ReFresh access. ReFresh provides year-round support for you and your club and is included free with your GEMS membership. 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, and any others in the Club Life playlist you feel would benefit you and your leaders.
- Plan your budget for the year.
- Order the rest of your curriculum and club supplies from the GEMS Global Office.
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SEPTEMBER

- Recruit new girls for club.
- If you haven't done so already, check your club's ReFresh access at gemsrefresh.org.
- Send the GEMS Global Office your club's updated leader list with addresses, phone numbers, and email addresses by September 30. Make sure it is signed and dated!
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OCTOBER

- Check with your treasurer to ensure your church schedules its 2025 GEMS offering. Confirm with the deacons that the form has been or will be sent to the GEMS Global Office.
- Send Annual Dues to the GEMS Global Office. Dues: \$4.00 per girl in the US & Canada. Deadline: November 15.
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NOVEMBER

- Check with your treasurer/financial officer and make sure the Annual Offering for the current (2024) calendar year has been sent to the GEMS Global Office by December 31 and next season's (2025) offering is scheduled.
- Deadline for 2024 Annual Dues is November 15.
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DECEMBER

- Deadline for the 2024 Annual Offering is December 31.
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JANUARY

- Meet with your team to discuss arrangements for attending the 2025 Sisterhood Summit.
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FEBRUARY

- Review the GEMS Sunday information in your Member Dashboard (includes a pastor letter). Recommended GEMS Sunday dates: April 28 or May 5.
- Meet with your pastor to discuss arrangements for GEMS Sunday.
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MARCH

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

- Send your bulletin editor an announcement about GEMS Sunday.
- Rehearse with girls and leaders for GEMS Sunday.
- Enjoy your GEMS Sunday!
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MAY

- Give a report to your church and church leadership regarding your club's activities over the past year. The pre and post surveys included in the Large Group Resource Book may be helpful.
- Hold special year-end celebration/badge award ceremony.
- Finalize the list of returning leaders, determine the number of new leaders 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
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JUNE

- Renew your club's membership before it lapses on June 30.
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*For more information please visit our website gemsgc.org

Questions? Email hello@gemsgc.org

