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## August

- For New Club Coordinators:** Order a copy of the Counselor & Club Coordinator Training DVD or the *Club Coordinator Guide* for lots of helpful information about your position.
- Recruit new girls for club. Prepare and send an invitation/announcement with club meeting plans to the home of each of the girls that you know/hope will return or that might begin attending.
- Prepare a draft of the calendar for club meetings and special events for the year. Include: regular gatherings/outings with your counselors for the purpose of building community, and the ACTS Program (*Area Counselor Training and Support Program*) fall and winter training workshops (if available in your area). *Contact the Service Center for ACTS Program details.* Consider adding an intergenerational component to your club by starting a Treasured Friend program which intentionally connects girls with older women in the church who serve as a mentor/prayer partner/special friend for each girl.
- Meet with all counselors – new and returning – and review the *Counselor Manual*. Be sure samples of all curriculum and new theme materials are available for review at this meeting. Review promotional materials and go over the draft of the calendar and make adjustments as needed.
- Plan your club budget for the year. Ask to meet with your deacons to present your budget. Don't forget to include in your request the registration expenses for the Annual Counselors' Leadership Conference next summer. FYI – The conference registration fee for the 2011 conference was \$455.00 US Funds.
- Order all curriculum, 2011-12 theme materials for *Get Wisdom: Go beyond the Gold!* and club supplies from the Service Center.
- Send in **SHINE brightly** and *Sparkle* subscription forms for **new** girls and counselors. If new forms are needed, please contact the Service Center at [servicecenter@gemsgc.org](mailto:servicecenter@gemsgc.org) or 616.241.5616 ext 3032.
  - **BULK and SINGLE SUBSCRIPTIONS:** All **SHINE brightly** and *Sparkle* subscriptions that were ordered last season will **automatically be renewed, shipped, and billed.** In the Club Coordinator mailing you received in the end of June or beginning of July was the invoice for your renewed subscription. You can make changes to your existing order – names added or deleted to single subscriptions and quantities adjusted for bulk subscriptions on a renewal form sent with that mailing. Please return this form as soon as possible so your club will be sent the correct number of subscriptions. Please note that you may use the online form to make adjustments to your order at any time. Simply go to the GEMS website at [www.gemsgc.org](http://www.gemsgc.org), click on GEMS Leaders, go to Club Coordinator, and click on Magazine Renewal.

- Introduce and start *Hand 'n Hand* program.

## September

- Recruit new girls for club.
- Attend the area-wide, ACTS Program, fall training workshop with counselors.
- Return updated Counselor List with addresses, phone numbers, and email addresses to the Service Center by August 15. You may use the online form to submit your counselor list. Simply go to the GEMS website at [www.gemsgc.org](http://www.gemsgc.org), click on GEMS Leaders, then Club Coordinator, and then Counselor List.
- Send in payment for **SHINE brightly** and *Sparkle* subscription. Payment due before September 30.

## October

- Recruit new girls for club.
- Follow-up on the request made to your deacons by the Service Center that your church/Christian organization scheduled their annual offering for GEMS for the **next (2012)** calendar year. Check with your deacons and make sure that the form was/will be completed and returned by November 15.
- Send annual dues to the Service Center. Dues: \$2.75/per girl in the US and Canada.
- Conduct Hand 'n Hand sales and send order forms into the Service Center: **Deadline October 27**
- Check online for 2012 Conference information.

## November

- Check with your deacons and make sure the annual offering for the **current (2011)** calendar year has been sent to the Service Center. Deadline: December 31.
- Deadline for dues is: November 15. Don't be late!

## January

- Meet with your counselors to make arrangements for attending the *Annual Counselors' Leadership Conference*. Conference Registrations are mailed to all counselors in January with *Cable Three*. Information is also available online.

- Review the packet of information sent to you and your pastor concerning the annual theme and GEMS Sunday. Recommended dates: last Sunday in April or first Sunday in May.
- Meet with counselors to plan GEMS Sunday. Remember: Provide as many leadership opportunities to girls as possible – ushering, Scripture reading, praise and worship leading, creative movement, children’s message!

## February

- Meet with your pastor to discuss arrangements for GEMS Sunday.
- Mail *Annual Counselors’ Leadership Conference* registrations for you and your counselors to the Service Center.

## March

- Plan special year-end celebration and badge award ceremonies for the girls with counselors and include Treasured Friends.
- Order badges.
- Plan a special thank-you event/activity for counselors.

## April

- Send your secretary a bulletin announcement about GEMS Week/GEMS Sunday.
- Rehearse with girls and counselors for GEMS Sunday.
- Enjoy 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.
- Hold special thank-you event/activity for counselors.
- Finalize list of returning counselors. Determine the number of new counselors needed for next year.
- Recruit new counselors, if needed.

## June/July

- Finish recruiting new counselors and recruit new girls for club.
- Attend Annual Counselors Leadership Conference with counselors.
- Schedule fall kick-off meeting with counselors.
- Notify counselors of date for area-wide fall training date.
- Order copies of all curriculum and theme material from the Service Center for display at your first meeting with counselors in August.