



July/August

- Prepare a draft of the calendar for club meetings and special events for the year.
- Meet with all counselors - new and returning - and complete the Counselor Training Course in the Counselor Manual. Be sure samples of all curriculum used in club are available for review at this meeting. 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 Counselor's Leadership conference next summer.
- 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.
- Make sure all curriculum and club supplies are ordered.

August/September

- Be sure that your updated Counselor List has been returned to the Service Center. The deadline for sending in final updated list is September 30.
- Send in **SHINE brightly** and *Sparkle* subscription forms for any new girls and counselors. In August, Club Coordinators are sent subscription renewal forms. Please note that renewals will be done automatically this year, any changes that you need to make can be made on the online renewal form.
- For clubs ordering magazines in bulk (delivery to one address), the renewal form is accompanied by an invoice. **SHINE brightly** and *Sparkle* subscriptions that are ordered in bulk are automatically renewed each year (at the number the club subscribed to the previous year) to ensure fall delivery in a timely fashion. Quantity and delivery name and address changes can be made on the renewal form. If the form is not returned to the Service Center by August 1, the Service Center cannot guarantee you will receive your magazines by the start of the club year. Costs for additions to the quantity are invoiced to the club.
- For clubs ordering single subscriptions (delivered to each girl's home) a **SHINE brightly** renewal sheet and a *Sparkle* renewal sheet is included in the Club Coordinators mailing

with a list of all the girls that received the magazine the previous year. This must be updated and returned to the Service Center by August 1.

- Make arrangements for and attend with counselors the area-wide fall training event, with counselors ACTS Workshop.
- Submit to deacons your request for funds for next year's church budget. Be sure to include training dollars so that counselors can attend the Annual Counselor's Leadership Conference.

October

- Check with all your counselors to be sure they are receiving Cable from the Service Center. If any are not, contact the Service Center immediately.
- In September, a request was sent to your church requesting that the annual offering for the next calendar year be scheduled. Check with your deacons and make sure the form was/will be completed and returned by November 15.

November

- Dues for each girl registered in club must be received at the Service Center by November 15.

January

- Write an article for your church newsletter about your club.
- Register for the Annual Counselors' Leadership Conference!
- You and your pastor will each receive a special mailing this month with information about the annual theme and GEMS Sunday.

February

- Contact your pastor to discuss arrangements for GEMS Sunday.

March

- Plan a special year-end celebration and badge award ceremony with counselors.
- Plan special thank you event/activity for counselors. Make sure all badges are ordered.

April

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

May

- Give a report to your church and council regarding your club's activities over the past year.
- Hold a special year-end celebration and badge award ceremony.
- Hold a special thank you event/activity for counselors.
- Assess which counselors are returning and how many new counselors you will need for next year.
- Recruit new counselors.

June/July

- Finish recruiting new counselors.
- Attend the Annual Counselors' Conference with counselors.
- Schedule fall kick-off meeting with counselors.
- Notify counselors of dates for area-wide fall training date.