



G.E.M. Gather Girls Group Yearly Checklist

Discover Your G.E.M. Within

Phase I–G.E.M. Facilitator Prosper Training

Pre-Consultation	Schedule meeting with Executive Director to go over program, training, and facilitator documents/girls documents.
Complete Pre-Facilitator Survey	Prior to starting the G.E.M. Prosper Facilitator training complete the Pre-Facilitator Survey that is located in the Training Video folder.
G.E.M. Facilitator Prosper Training Videos	Watch each G.E.M. Prosper Facilitator videos. Once each video is complete sign the completion agreement and send a signed copy to admin@gemwithin.org .

Phase II–Implementation of G.E.M. Gather Groups

Notify selected girls of group opportunity	Begin notifying girls that are being considered to join the G.E.M. Girl Gather Groups. Personalized invites are recommended.
Notify the girls' family about G.E.M.	As the facilitator you have access to a G.E.M. Family Informational letter in the G.E.M. Girls Gather folder. Please feel free to share document to the families as you best see fit.
Permission slips and media release forms	<p>As an entity please adhere to your sites' regulations on parent permission slip for small groups. If needed we have a drafted permission slip you can give to parents/guardians.</p> <p>Please include media release form into the permission slip and upload signed media release forms to the G.E.M. Media Release Folder. This is located in your G.E.M. Prosper Facilitator Folder.</p>

Phase III–Starting G.E.M. Girl Gather Groups

G.E.M. Girl Self-Assessment Pre-Survey	Before you start the first phase of G.E.M. Curriculum have all permissible girls fill out the G.E.M. Girl Self-Assessment Pre-Survey.
G.E.M. Phases and Lessons are best when completed in order	<p>Review within the G.E.M. Curriculum Vol. 1 book for How to Use G.E.M. Curriculum & Understand the Flow of G.E.M. Curriculum to best understand your options in facilitating your group.</p> <p>Begin your group with the Hidden Phase. It is most important to complete the phases and lessons in their order.</p>
G.E.M. Girl Self-Assessment Mid-Survey	After the girls complete their 10th lesson (All of Hidden Phase and 3 lessons of Pressure Phase) have girls complete the Mid Self-Assessment Survey. This will allow you and G.E.M. to track progress of the girls in the group.
Schedule Mid-Year Consultation Call	*Optional* Schedule a consultation call with Executive Director if you should need assistance with flow of program or to advise of how G.E.M. Girls Gather is proceeding.
End of Phase Questionnaires	At the end of each G.E.M. phase: Hidden, Pressure, and Unveiled there is a questionnaire for the girls to complete. This will allow the facilitator and G.E.M. to determine if the material is understood and practical for the girls to implement into their lives.

Phase IV–Completion of Yearly Program

<input type="checkbox"/>	Have girls complete Post Self-Assessment Survey at the completion of G.E.M. Girls Gather Group	<input type="checkbox"/>	Complete the Post Facilitator Survey at the end of the G.E.M. Girls Gather Group
--------------------------	--	--------------------------	--

Schedule End of Year Consultation Call

This call is an opportunity to review data, express concerns, share encouraging stories from program, and more!

We hope you have a successful and encouraging year with G.E.M.!

If you have any questions or concerns please do not hesitate to contact us: