

## ACL YEARLY CHECKLIST

**Don't forget to engage your Community Guider with the items that are bolded below**

### **January**

- Monthly E-News submissions
- Call with CPC
- **Email/Call/Face to Face with Community Guider**
- **Volunteer Awards**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

### **February**

- **Email New Guiders- touch base**
- Call with CPC
- Go to ACL Spring Forum
- **GAPS/Needs for upcoming year**
- Thinking Day/E-News Submission
- **Email/Call/Face to Face with Community Guider**
- **Problem Guider "Hit List"**
- **New Units to be opened**
- **Think about "New" ACL if applicable**
- **New/Old Community Guider appointments**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

### **March**

- Guider Renewal gear up – add AR flags as needed
  - o Option to "donate" Registration fee
- **Start planning Year-End events**
- **Start Thank you cards**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

### **April**

- Community Guider renewal (add CG flags as needed)
- **Non-renewal should be ongoing....why wait!**
- **Confirm details for Year End event**
- Thank you cards in the mail
- **Recruitment events- Adult**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

## ACL YEARLY CHECKLIST

### May

- **PMBR list- connect with PMBR**
- Meet with Guiders in their units to thank them, present year pins, used to recruit parents as well
- Local Specialty Community lists sent to ACL for reappointment
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

### June

- **Recruitment event**
- **Adult Sisterhood events**
- **Connect with Community Guiders to review unit needs and concerns and plan for September**
- Share info with CPC
- **Plan any trainings for Fall**
- Unit readiness follow up is happening by CPC (may involve ACL)
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**

### July

- **WL management**
- **New Community Guider get together**
- **Check Guider renewals**
- **Training week plans**
- **Summer festival planning**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**
- **'Unit Readiness'; work with CPC to make sure all units are ready to start in September**

### August

- **WL management**
- **Sisterhood events**
- E-News
- **Promote Provincial Training Week**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**
- **In Mid-August, units with Guiders but no girls or with girls but no Guiders are closed**

### September/ October

- **Reach out and connect as needed with new units and Guiders**
  - o Ensure they are familiar with resources and supports

## ACL YEARLY CHECKLIST

- **Confirm unit readiness report was correct and in place**
  - o Follow up as required
- **Community Guiders have checklist and report anomalies or issues**
- **Confirm roster but follow up mid-October**
- Sending E-News
- **ID training needs**
  - o Connect with trainings
- **Recruitment events and volunteer events**
- **Cookie day events**
- **Community events**
- **Camp bookings**
- **Welcome back pot luck**
- Recurring monthly E-News
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**
- **WL management**
- CPC call

### November/December

- **Review wait list caps**
- **Review user space functionality**
- **Start nomination committee for Ontario Volunteer Awards**
- **On going PRC and SG suspensions**
- **PRC and Safe Guide cancellations**
- **Begin planning Thinking Day**
- E-News posts
  - o Encouraging Trainings
  - o Community overview
- **Confirm roster**
  - o Guiders actually attending
  - o Girls who are attending are actually on roster