

A Year in the Life of a Community Guider

June/July:

- Community Guiders will be appointed annually

August:

- With your ACL, reach out to unit Guiders who have not returned their renewal/intent forms, encourage them to come back!
- With your ACL, reach out to any unit Guider who is known to not be returning; thank them for their past service and determine if we can get them to come back

September:

- Ensure all new Guiders have received a personal welcome call and/or face-to-face meet and greet
- Try to pop into new units and to visit with all established units
- Remind Guiders about upcoming training opportunities
- Invite Guiders to any/all social events

October:

- Reach out to any new Treasurers, are they doing okay?

November:

- Try to encourage Guiders to attend a local social event
- Consider hosting a “fireside chat” or a “tea party” somewhere locally for your unit Guiders (or on Zoom!)

December:

- Check in with units regarding cookie sales and finances, is everyone doing okay?

January:

- With your ACL, please begin to reach out to your unit Guiders and ask about their intentions for next year. Do they want to move to another unit? Do they wish to remain in the same roles?
- The official email will come from the office within the next month or two, but if we have a head start it helps with planning.

- If you believe there is a Guider that should NOT be renewed into any role or position, your ACL needs to know NOW. We need to ensure that she does not receive a renewal/intent form request.

February:

- Please complete your reach-outs regarding next year's plans
- Please be sure to send a Happy Thinking Day message to each of your Guiders. Consider using an e-card. Here's a helpful link <https://www.123greetings.com/>

March:

- Ask your Guiders to consider nominating one of their co-Guiders for an award!
- Please consider nominating 2-5 Guiders for awards yourself! You can ask their co-Guiders to be the second letter of recommendation or ask your ACL and we can help too.

April:

- Please encourage your Guiders to respond to the official "intent form"
- As units wrap up, please check in with unit Guiders to make sure we have the space booked for next year
- Please let your Guiders know that they can request a small financial "thank you" from the office to be sent to the facility, if they do not pay rent.

May:

- Begin to relax...

