



Section 3: Planning Your Year

In this section you will find:

- ✓ Program Planning
- ✓ Program Ideas
- ✓ Group Charter

Program Planning

What is a Program Plan?

A program plan is a roadmap directing activities towards a goal or goals.

Why Plan?

- Meet needs
- Share responsibility
- Ensure a balanced program (keeping the four parts of the purpose in mind)
- Ensure ample preparation time
- Avoid date conflicts
- Provide maximum involvement
- Recruit volunteers and resource people
- Publicize events adequately
- Encourage CGIT group visibility
- Arrange church participation



How to Plan

It is a good idea to plan for a whole year, or a half a year at a time. A bit of time spent planning at the start of the year can save a lot of time and hassle throughout the year. One way to plan is to use the DARTE Planning Process.

DARTE Planning Process

Define:

- 1) Who is involved?
- 2) Size of group
- 3) Ages of girls
- 4) What are their needs?
- 5) Find out what the girls want to do during the year, and what topics they would like to cover. There are several ways to assess the needs of the group and get ideas from the girls about the topics and activities they would like to include in the program plan.
- 6) Suggestion Box: A suggestion box can be decorated and brought to the meeting so that the girls can offer suggestions anonymously. Ask the girls to put suggestions of what they would like to do in the box.
- 7) c) Sharing Ideas: A large piece of paper can be taped to the wall. As girls arrive ask them to write at least one thing they would like to do or discuss during the year. Use markers or crayons of many different colours.
- 8) Collages: Ask members to bring a collage which communicates what they would like to do in the coming year. Collages can also be made at the meeting. Remember that collages do not necessarily have to be made with pictures; they can have words on them as well.
- 9) Roll Call: Ask members to answer roll call with a suggestion for an activity. No activity should be given twice.
- 10) Brainstorming: As a group, members make suggestions for activities and events. Members should be encouraged not to evaluate or discuss suggestions at this point. The purpose of this exercise is to get as many ideas as possible. Write all of the ideas down.
- 11) Interest Inventories: These are sheets which contain a variety of ideas which you may wish to do during the year. Each girl check, or number in order of preference, 3, 5 or 10 items, then tally the results to find the most popular topics. You can take topics off the following pages, or create your own. Be sure you are prepared to plan any activity listed.



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- 12) What do you hope to accomplish?
- 13) Include a variety of activities that cover each of the four areas of the CGIT Purpose
- 14) Are there events that are traditionally part of your groups CGIT year? Vesper Service, mission study, bible study, teas, etc.
- 15) What Special Events will be held? Anniversaries, alumni events, rallies, camps, etc.
- 16) Will a fundraising activity take place?
- 17) Is there a theme for the year?
- 18) Summarize by writing a general purpose statement. This will probably be a rewording of definition 'c'.

Alternatives:

- 1) Brainstorm and list all of the things which might be done to accomplish the purpose. Be sure to list everyone's ideas, even if they are not realistic. (There is no discussion at this point – only brainstorming.)
- 2) This is essentially a summary of the ideas that you have gathered from the girls, the things you, as a leader, hope to accomplish, and the things that have become yearly traditions within your group.

Resources:

- 1) List all the resources available.
- 2) Time
- 3) Space
- 4) Materials
- 5) Funding
- 6) Number of volunteers/leaders
- 7) Skill set of volunteers/leaders
- 8) Outside resources or resource people available to you
- 9) Delete unrealistic ideas from the Alternatives step and choose those that would best fulfill the purpose set out in the Define step.
- 10) Plan the program or event.



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Test:

Do the event or activity.

Evaluate:

This is often the step which gets forgotten, but it is very important. Evaluation is necessary to experience learning and growth. Try to include the participants, as well as the planning team. Remember that evaluation does not always mean a questionnaire – it could be a discussion, a word collage, a finger painting, or any method which provides information about how the event was received. What was good? What was not so good? Were the goals achieved?



Program Ideas

The following pages are ideas you can use to plan your year, or use in creating an interest inventory. They are divided into the four areas of the purpose, as well as recreation, special events and fundraising ideas.

Cherish Health

- Personal grooming
- Haircare/styling
- Guest: Hair/makeup consultant
- Skincare
- Fashion
- Sexuality
- Guest: Public Health Nurse – sexuality, STDs, nutrition
- Nutrition
- Guest: Dietician – easy steps to good nutrition for teens
- Anorexia and bulimia
- Cooking
- Physical fitness
- Outing: Tour a fitness centre
- Recreational games
- Aerobic instruction
- Father/daughter slow pitch
- Guest: St. John Ambulance first aid
- Self defence
- Strategies for coping with stress
- Self-awareness sessions
- Yoga
- Meditation
- Scavenger hunt
- Massage and relaxation techniques
- Camping
- Nature walks/hikes
- Depression
- Teenage suicide
- Addictions
- Smoking/drugs/alcohol
- Guest: AADAC (Alberta Alcohol and Drug Abuse Commission)
- Family relationships
- Parents/Siblings
- Relationships with friends
- Peer pressure
- Dating
- Date rape
- Teenage pregnancy
- Abortion
- Childcare/babysitting
- World hunger
- Understanding aging
- Death and dying
- Terminal illness
- Fire prevention



Seek Truth

- Christian art
- Church membership
- Meaning of religious holidays
- Science and religion
- Meaning of stewardship
- Evening of questions/answers with minister
- Studies on Hinduism, Buddhism, Muslim and Judaism
- Host parents to a night to acquaint them with CGIT
- Study of four fold CGIT purpose
- Careers
- Money
- Coping with changes in my life
- Death
- Loss and grief stages
- Outing: Visit a crematorium
- Debate on organ donation and transplants
- Study on peace
- Disabilities
- Fairness/siblings
- Risk-taking
- Decision making
- Goal setting
- Studies in self esteem
- Women's roles
- Guest speaker from Women's shelter
- Debate on surrogate mothers
- Sexuality sessions
- Sexual discrimination
- Justice
- Teens in court, Young Offenders Act
- Native rights
- Advertising
- Parliamentary procedure
- Racial discrimination
- Mission study – another country/culture
- Guest speaker/slides on another country
- War/peace
- Environmental awareness
- Pollution
- Ecology
- Earth week clean up
- Global warming



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Know God

- What is worship?
- What do I believe?
- Who is God?
- Who is Jesus?
- What is a Christian?
- Have a minister in for question and answer period
- History of Christianity
- The early church
- Christian symbols, understanding their meaning
- CGIT Week Worship Service
- Devotions
- Short worship at meeting
- Vesper Service
- Take part in Women's World Day of Prayer
- How can I pray?
- Biblical drama
- Bible trivia game
- What are the Beatitudes, Ten Commandments, and Psalms?
- Bible Pictionary
- Bible Charades
- The Disciples
- People who Met Jesus
- Women of the Bible
- Meaning of Christmas
- Meaning of Easter
- Meaning of other religious days
- Mission study
- Studying other religions



Serve Others

- Make tray favours
- Carolling
- Volunteer to read to patients
- Collect and clean stuffed animals to donate
- Share a pet service
- Visit homes of congregation members
- Takes gifts or cookies made by girls
- Send cards at various times of year
- Entertain seniors at a party – play games, sing and visit
- Adopt a Grandparent at local seniors home
- Help with spring cleaning of church
- Make toys for church nursery
- Babysit for church service
- Take part in church service – reading, singing, ushering
- Bake cookies for an after church congregation treat
- Decorate the sanctuary for a special occasion
- Spring Cleanup of park, cemetery, school, nature trails, bike paths
- Host a young children’s party or carnival
- Adopt a Park
- Service projects
- Special Friends/Big Sisters
- Participate in Terry Fox Run/Walk (or similar) as a group
- Raise money for others by fundraising or canvassing
- Collect supplies for Women’s Shelter
- Volunteer as a group at an event for Special Needs, e.g. Rodeo of Smiles



Recreation

- Roller blading
- Bowling
- Ice skating/tobogganing
- Swimming
- Camping
- Hiking/walking/nature trails
- Aerobics
- Zumba
- Hayride
- Baseball/slow pitch
- Volleyball
- Dodgeball
- Parachute games
- Games/relays
- Scavenger hunts
- Drama
- Fridge magnets
- Dry flower arrangements
- Beaded ornaments
- Friendship bracelets/jewellery
- T-shirt/sneakers painting
- Christmas angels
- Paint Nite
- Scrapbooking/card making



Special Programs or Evenings

a) Fall/Winter

- Wiener roast and campfire
- Halloween party
- Hawaiian Beach party – indoors, mid-winter, dress up in beach clothes
- Hay ride and carolling
- Warm Fuzzy Night – listen to the story, make pompom warm fuzzies, drink hot chocolate and share nice things about each other
- Chinese New Year – eat appetizers, fill 'luck' envelopes, Year of ____

b) Spring

- Kidnap breakfast – leaders or senior girls kidnap girls and bring them to the church for breakfast. Parents know ahead of time but are sworn to secrecy
- Seniors and CGIT party – at Valentine's, St. Patrick's Day or Easter. Leaders can plan some activities and games so that the girls can have some surprises too.
- Closing banquet, include Explorers if there is a group in your area
- Mother's Day tea

c) Anytime

- Sleepovers – well planned and supervised
- Make your own sundae dessert party – girls each bring a topping
- CGIT reunions of all sorts
- Games night – board games such as Pictionary, Cranium, Scrabble, etc.
- Movie Night – bring popcorn, wear pajamas
- Birthday celebration party – have a birthday party for everyone on the same night
- Pizza night – members bring their toppings and make and eat pizza
- Night with dad – slow pitch, floor hockey, bowling, volleyball – with food afterwards
- Have girls sing or do skits for entertainment
- Talent night – every girl has to participate either by self or with a group



Fundraising Ideas

Be sure that the methods you use are tasteful and approved by your church policy. Also, be sure those supporting the venture are getting value for their money.

a) Sales

- Pizza sale – pre sell Hawaiian pizzas. Then use premade crusts, make the pizzas, and deliver them uncooked (or have them available for pickup after church).
- Sale of church calendars
- Muffin/bake sale
- Antipasto sale
- Lasagne sale
- Sale of items such as chocolate bars, pens, spices, etc.
- Tupperware sale
- Pie sale – presell pies, make only 2 or 3 different kinds

b) Other

- Congregational pancake breakfast
- Spaghetti supper
- Serve and do dishes for banquet
- ____-A-Thons
- Cleaning houses or yards
- Bottle drive
- Fun Night – an evening carnival for children under 10. Have all gams and exhibits cost between 25 and 50 cents. Include bean bag toss, ring toss, dart throwing, face painting, cake walk, fish pond, etc.



RESOURCES

How to Find and Contact Resources

Always be on the lookout for resources.

Keep a file of resource ideas, people and contacts from newspapers, magazines, television, church bulletins, etc. Possible resources may include other leaders, neighbours, girls, parents and ministers.

When contacting resource people, discuss the following with them:

- The purpose and goals of the session
- The occasion of the talk and topic to be presented
- Where the program will take place (regular meeting space, fieldtrip, camp, etc.)
- The specific part of the program the speaker is to handle
- The agenda for the event
- Who will the guest be speaking to (audience size, ages)
- Special precautions (What is unique about the group? Are there any issues which should be avoided?)
- Required resources the speaker needs (projector, flipchart, etc.)
- Who is responsible for photocopying handouts?
- Fees or expenses (What do they charge? What are you willing to pay?)



IDEAS TO EXPAND CGIT GROUPS

In Church

a) Increase Visibility by:

- Serving coffee after church
- Ushering at church, collecting offering, helping with communion service
- Planning a family pot luck supper, with entertainment for children, before your Christmas Vesper Service
- Have a CGIT minute person in church and Sunday school
- Planning an intergenerational church service for your local congregation involving all the youth groups and Sunday School
- Planning a fun night for other youth groups in church
- Plant a blue/white garden with a CGIT sign

b) Advertise by:

- Placing information about CGIT activities in church newsletter
- Displaying attractive posters of CGIT events on your church bulletin board
- Arranging a bulletin board to advertise all youth events in your church
- Sending letters in August to all girls of CGIT age in your congregation with a description of CGIT and an invitation to a Fun Registration Night in September (e.g. make your own sundae, wiener roast and campfire, etc.). Invite the girls to bring along a friend. Address the letters to the girls and their parent/guardian. (A little parental push might help).
- Sending special invitations to all groups in the local church to make them aware of CGIT activities in the church
- Planning a fun night in the spring, before the end of the CGIT year, invite all Grade 6 girls in the congregation (and a friend) to a "CGIT Night". The night could include many things that your group does at CGIT. Be sure to let the girls know exactly when the first night of CGIT is in September. (You might want to prepare a notice with all the important information on it for girls to take home.)
- Planning a Mother and Daughter night for your CGIT group and grade 6 girls with their mothers. Choose a theme, be sure to get everyone involved in fun activities, try a scavenger hunt in your church.



In The Community

a) Increase Visibility by:

- Making people aware it is CGIT and NOT Girl Guides
- Offering a first aid course for leaders and youth in the community
- Offering a baby-sitting course, ask teenage girls in the church and community to join this activity
- Have speakers at assemblies in schools
- Hold public rallies
- Volunteering at service places like Habitat for Humanity or senior citizens homes. Don't forget to get your picture in the newspaper.
- Participating in local parade

b) Advertise by:

- Displaying CGIT posters at the local library
- Encouraging girls to put up posters in the school (be sure to get permission from the school)
- Sending a letter to Junior High schools in the area explaining the CGIT program and send a news item for the school newsletter
- Advertising in schools, youth centers, community, newspapers (with pictures!)
- Creating kits for a Kite Flying Day



Group Charter

Create your own group charter with input from all members.

Example CGIT GROUP Charter:

We, the _____ CGIT Group of 2017 agree to:

- Respect, support and include everyone!
- Participate in our own way and agree that everyone has the right to "Pass"
- Respect each other's property and the Church's property
- Turn our cell phones/electronics off during our CGIT meeting time
- Speak to and treat others as you want to be spoken to and treated...
- BE ON TIME! Or let a leader know when we can't be there or can't do what we said we would do
- Commit to the WHOLE program
- Recognise the commitment and efforts of our leaders and treat them with respect
- Remember that when we are in our uniform, we are representing CGIT
- When there needs to be a vote, everyone will respect and support the decision
- Respect each others privacy. Trust and confidentiality is expected – what is said at CGIT stays at CGIT –
- Give everyone an opportunity to speak and share.



LIVE our PURPOSE...

CHERISH HEALTH... take care of your mind and your body

SEEK TRUTH... ask questions and look for answers

KNOW GOD... listen, look, learn, love, live and pray

SERVE OTHERS... volunteer, and reach out and care for others