

GEMS Retreat Timeline

Time Before Retreat	What You Need to Do
6-8 months	<p>Get your principal's permission.</p> <p>Secure a facility for your sleepover.</p> <p>Get the word out to all of your teachers.</p>
4-6 months	<p>Send out a "Save the Date" for all the GEMS girls involved.</p> <p>See if any local businesses or parents are willing to donate anything for your retreat like pizza, money, etc.</p> <p>Contact your local police force to see if an officer is available to teach some basic self-defense to the girls.</p>
2-4 months	<p>Secure enough teacher volunteers.</p> <p>Create an agenda of activities for the girls.</p> <p>Create a schedule which breaks down the time each group spends in a rotation.</p>
1-2 months	<p>Facilitators meet to review agenda and make a list of the following items.</p> <ol style="list-style-type: none"> 1. Where to buy the pizza 2. What movies to show 3. Arrange for audio-visual equipment 4. Get an aid to help set up the equipment
6 weeks	<p>Distribute permission slips with a return date of two weeks.</p> <p>Create groups consisting of no more than fifteen girls, each with two teacher leaders.</p>
2-4 weeks	<p>Hand out the group assignments and rotation schedule to the volunteer teachers.</p> <p>Photocopy and prepare all journaling prompts, skit scenarios, poems, and Candle Pass Service sheets.</p> <p>Hold a training session/run-through of all of the retreat activities, making sure to have all the supplies for each activity.</p> <p>Get all supplies in order (e.g. buy dye, cut up tissue paper, draw and cut out the GEMS puzzle pieces) for the activities.</p>
6-24 hours	<p>Prepare facility for retreat.</p>