

GCU Constellation Coordinators (CC) Guidelines

GCU Constellation Coordinators (CC) main purpose is to engage GCU members and potential members in organized volunteer, fundraising and social activities. They will also be the initial member contact for the revised GCU Community Matching Funds program.

A CC is expected to plan 4 social and between 2 & 4 volunteer activities in 2023 for GCU members living within their geographic area. ***Events must take place in locations outside of Byzantine parishes. Parishes are where most GCU Lodge and District activities have taken place over the last 50 years, but we want locations where all GCU members feel comfortable to attend.***

The CC is welcome to use events and volunteer opportunities that have been successfully executed by GCU lodges and districts in their area or other areas in the past. They are expected to introduce new activities and events to interest GCU members and potential members that are not active or that do not currently participate in GCU events.

Budgets have been established for each geographic area based on membership size and will have room for growth if an event exceeds expectations. CCs will be given debit cards on a quarterly basis with funds based on their budgets to use for event expenses. They also have the ability to request that their Corporate Community Events Coordinator (CCEC) purchase tickets using their corporate GCU Cards in the event that the CC does not have enough money available to purchase said tickets.

Any events requiring ticket purchase will be made via credit card thru the GCU Website Events page. Confirmation of ticket purchases will be emailed to the CC and their CCEC to verify that tickets were purchased for a particular event.

When it is necessary for a CC to mail tickets to members, the CC will be reimbursed for any postage cost incurred.

CC's will be required to keep accurate records of spending and participation by completing a brief online form for each event. In addition, the CC will be required to write short articles at the conclusion of events as well as to send several photos from each event to be featured in the GCU Magazine. The article and photos can be included on the reporting form.

In this initial year of the GCU Metamorphosis it will probably be easier for the CC to piggyback off of community fundraising events already planned by local charitable organizations. The GCU Community Match in 2023 is \$1,000 for an individual (example—a spaghetti dinner for a person suffering from a serious illness) and \$2,000 for an organization (example—a 5K race to raise funds for the Alzheimer's Association).

In addition to the above Community Matches, GCU will also be making \$250 donations to organizations in conjunction with a GCU Volunteer activity. Example—If the CC organizes a trip to volunteer at a local food pantry, the GCU will also give them a \$250 check to present during their visit.

CC's will work closely with their Corporate Community Events Coordinator to advertise events and for any type of support or assistance they may need to make their jobs successful. They will meet regularly with their coordinator to monitor their progress.

Constellation Coordinators will receive compensation for their efforts. The 2023 budget allows for a monthly stipend of \$200 per coordinator. It was initially estimated that a CC will probably work 5-10 hours a month planning events. After the first year, the CCECs and CCs will have a better idea of time needed and compensation may be revised once some type of standards have been established. All CCs will be required to complete a W-4 and have direct deposit available for their monthly payments. CCs will receive their compensation on a monthly basis. The CC will receive a W-2 form at the end of each year.