

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 2025 for GCU members living within their geographic area. ***Events must take place in locations outside of Byzantine parishes. Parishes are a separate entity and are covered by the Byzantine Parish Coordinator program.***

The CC is welcome to use events and volunteer opportunities that have been successfully executed in the past, but 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 events exceed expectations. CCs are given debit cards to assist with incidental cost 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 on a debit card 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.

The CC is welcome to piggyback off of community volunteer and fundraising events already planned by local charitable organizations. The GCU Community Match in 2025 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. The GCU also has an annual Holiday Food Bank Donation program which begins in October. All CCs will have the opportunity to participate in the program by selecting a local food bank or pantry to receive a \$500 donation from the Home Office.

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 2024 budget allows for a monthly stipend of \$200 per coordinator. It is estimated that a CC probably works an average of 5-10 hours a month planning events. All CCs are required to complete a W-4 and have direct deposit available for their monthly payments. CCs receive their compensation on a monthly basis. The CC will receive a W-2 form at the end of each year.