

Checklist for Forming a Catholic Girls' League

Please use the following checklist if you are thinking of forming a Catholic Girls' League in your parish.

<i>Please be sure that all of the following steps are followed BEFORE forming a CGL in your parish.</i>	√
1. Parish executive CWL council has support from the parish spiritual advisor	
2. Parish executive CWL council has support from the parish CWL council membership	
3. Parish executive CWL council has recognized that membership and operation of the CGL is parish based & parish driven initiative.	
4. Parish executive CWL has contacted the Toronto Diocesan Organization Chair, the Diocesan Christian Family Life Chair and the Regional Chair. Once contacted, the Parish will be provided with: a) The CGL administrative manual from National Office which includes the Ethical Guidelines. b) A copy of the <i>Volunteer Ministry Description for the Archdiocese of Toronto</i> .	
5. Parish CWL council has provided from its membership at least two counselors, one of which will be the lead counselor. The two lead counselors understand that the commitment to be the counselors to the CGL is for 5 years. The two counselors shall provide regular updates to their sponsoring council.	
6. Parish CWL council has ensured the mandatory police checks are completed on the counselors or other committee members that will be helping with the CGL	
7. Parish CWL council has ensured that CGL counselors have reviewed and fully understand the CGL administration manual and the ethical guidelines document of the CWL. They fully understand their roles and responsibilities as outlined in the manual.	
8. The Parish CWL council has advertised and promoted the CGL in their parish.	
9. The CGL counselors along with the Parish CWL Executive and the Spiritual Advisor have organized a gathering to meet and explain the CGL to parents and legal guardians of prospective members.	
10. The CGL counselors have distributed membership applications and have ensured that all membership applications are duly signed by the parent/ guardian.	
11. The CGL counselors have reviewed applications and followed up on any concerns or incomplete information	
12. The CGL counselors have explained the CGL and the role of officers to prospective members	
13. The CGL counselors have appointed a temporary executive for CGL	
14. The CGL counselors have arranged for the installation of the elected officers by the sponsoring Parish CWL council's Spiritual Advisor	