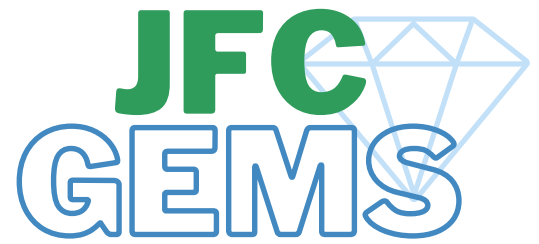




PLANNING CHECKLISTS

Use this list to make sure you maximize JFC GEMS



Print these checklists to keep track of your planning and kick-off activities

Before Kick-off

- Designate a JFC GEMS company representative
- Decide on program enrollment timing
- Create call-to-action for sign-ups
- Customize program materials
- Set goals
- Design incentive program

During/After Kick-off Program

- Send employee appeal letter/email
- Host a kick-off event(s)
- Confirm participation with employees

Ongoing

- Send ongoing updates
- Distribute incentives
- Send year-end acknowledgment letter