

B'nai Mitzvah Preparation: Deadlines Checklist for Families

Student's Name: _____ Date of Bar/Bat Mitzvah: _____

Deadline	Requirement	Completed
August 1 st prior to 6 th grade	<ul style="list-style-type: none"> • Roadmap submitted • Registration for 6th grade complete and tuition paid • 1st payment of life cycle fee 	_____ _____ _____
late summer/early fall prior to 6 th grade	<ul style="list-style-type: none"> • B'nai Mitzvah dates confirmed for class 	_____
beginning of 6 th grade	<ul style="list-style-type: none"> • Receive student prayer book and CD 	_____
sometime in 6 th grade	<ul style="list-style-type: none"> • Make appointment with Gretchen to receive parsha booklet and have initial individual conversation about process 	_____
(9 -12 months prior) _____	<ul style="list-style-type: none"> • Contact Gretchen to request a tutor assignment • Pay first tutoring bill • Pay second installment of life cycle fee 	_____ _____ _____
(8 months prior) _____	<ul style="list-style-type: none"> • Contact the Dan in the main office to schedule family and student meetings with Rabbi Ruhi. • Begin tutoring. • Complete the family read-through activity with the parsha and begin consulting with the mentor about aliyot. 	_____ _____ _____
(7 months prior) _____	<ul style="list-style-type: none"> • Pay final installment of life cycle fee. 	_____
(6 months prior) _____	<ul style="list-style-type: none"> • Have first family meeting with Rabbi Ruhi • Pay second tutoring bill 	_____ _____
(4-5 months prior) _____	<ul style="list-style-type: none"> • Meet with Rabbi Ruhi to discuss d'var torah (student) 	_____
(3 months prior) _____	<ul style="list-style-type: none"> • Pay final tutoring bill • Arrange childcare for Friday and possibly Saturday services 	_____
(6 weeks prior) _____	<ul style="list-style-type: none"> • Submit "Building Use" form and fee to TBI office • Meet with rabbi to finalize honors, turn in "Honors List" form 	_____ _____
(3 weeks prior) _____	<ul style="list-style-type: none"> • 3 weeks prior, submit a 50 word (or less) biography and picture for the "This Week at TBI" e-news. 	_____
(1 month prior) _____	<ul style="list-style-type: none"> • Complete all service/program attendance requirements 	_____
(1 week prior) _____	<ul style="list-style-type: none"> • Give "Caterer's Handout" to caterer if appropriate (you can email a link from the b'nai mitzvah page, or give them the sheet in your binder) 	_____
(the Thursday before, at 3:30) _____	<ul style="list-style-type: none"> • Dress rehearsal with Rabbi Ruhi 	_____

Mazal Tov ! מזל טוב !