

B'nai Mitzvah 2 Year Timeline for Families and TBI Staff

Date	Student/Family	Staff
May/June of 5 th grade year	<ul style="list-style-type: none"> - Attend meeting for incoming 6th grade families w/RAS 	<ul style="list-style-type: none"> - Prepare b'nai mitzvah family handbooks and student liturgy books for incoming 6th graders - Lead meeting for incoming 6th grade families & distribute family handbooks
August/September of 6 th grade	<ul style="list-style-type: none"> - Choose b'nai mitzvah date and parasha - Complete and submit contract and entrance form - Express any preference for mentor - Pay TT tuition 	<ul style="list-style-type: none"> - RRS – approve chosen date - RAS/Rachel collect signed paperwork - Confirm with Jacque that TT tuition is up to date
Beginning of 6 th grade (Fall Term)	<ul style="list-style-type: none"> - Confirm date/parasha with Rachel/RRS - Receive mentor assignment - Receive student liturgy book and siddur - Attend Shabbat services as often as possible and all learners' services - Half of b'nai mitzvah fee due (\$550) 	<ul style="list-style-type: none"> - Confirm dates with families - Continue to collect paperwork - Distribute student liturgy books - Schedule learners' services send out schedule and info to families - Distribute siddurim to 6th grade students - Confirm that half of b'nai mitzvah fee has been paid
Beginning of 7 th grade (Fall Term)	<ul style="list-style-type: none"> - Remaining half of b'nai mitzvah fee due (\$550) 	<ul style="list-style-type: none"> - Confirm that remainder of b'nai mitzvah fee has been paid
12 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Try to attend Shabbat morning service of student's parasha - Meet with RRS and obtain parasha materials if you haven't already - Contact Rachel to set up first family appointment w/Rabbi Ruhi - First family meeting w/RRS and mentor assignment 	<ul style="list-style-type: none"> - Make sure kids have received parasha materials - Rachel reaches out to family to schedule first family meeting w/RRS - RRS matches student with mentor - RRS first family meeting
9 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Attend first family meeting w/RRS if you haven't already - Start working w/mentor - Review goals, specific needs, expectations about b'nei mitzvah w/RRS 	<ul style="list-style-type: none"> - Make sure families have attended first meeting w/RRS - Make sure mentor assignments have been finalized and kids have connected with their mentors

8 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Student begins working w/mentor if they haven't already - Continue to attend Shabbat services and learners' services - Continue meetings w/RRS re: d'var 	<ul style="list-style-type: none"> - Check in with mentors and families to make sure students are meeting with mentors - Track service attendance - Rachel schedule meetings w/RRS
7 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/RRS re: d'var 	<ul style="list-style-type: none"> - Rachel schedule meetings w/RRS
6 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/RRS re: d'var 	<ul style="list-style-type: none"> - Rachel schedule meetings w/RRS
4-5 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/RRS re: d'var - Parents learn blessings for tallit, Torah readings, shehecheyanu (mentors can help) 	<ul style="list-style-type: none"> - Rachel schedule meetings w/RRS
6 weeks prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/RRS re: d'var - Finalize honors for family members and friends 	<ul style="list-style-type: none"> - Rachel schedule meetings w/RRS
1 month prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Final meeting w/RRS re: d'var - Practice on bimah with mentor 	<ul style="list-style-type: none"> - Rachel schedule meetings w/RRS
1 week prior to b'nei mitzvah date	<ul style="list-style-type: none"> - Dress rehearsal (usually Thursday 3:30-5:30pm) 	<ul style="list-style-type: none"> - Rachel confirm rehearsal