

B'nai Mitzvah 2 Year Timeline & Checklist 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/Rabbi Solomon 	<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"> - Submit b'nai mitzvah date preferences and corresponding parasha - Complete and submit: entrance form, b'nai mitzvah agreement, fee schedule, timeline - Express any preference for mentor (mentor choice is not guaranteed and will be assigned based on availability and other factors) - Pay TT tuition 	<ul style="list-style-type: none"> - Rabbi Solomon/Rachel collect signed paperwork - TBI Office confirms that TT tuition is up to date - Rabbi Ruhi Sophia – approves chosen date
Beginning of 6 th grade (Fall Term)	<ul style="list-style-type: none"> - Confirm date/parasha with Rachel/Rabbi Ruhi Sophia - Receive mentor assignment - Receive student liturgy book and siddur - Attend Shabbat services as often as possible and all 6 Prayers Unpacked with Rabbi Solomon - Attend all B'nai Mitzvah Family Limmud with Rabbi Ruhi & Parent Circle Meetings with Rabbi Solomon - Attend cohort meeting with Helena and John re: finances and building use 	<ul style="list-style-type: none"> - Confirm dates with families - Continue to collect paperwork - Distribute student liturgy books and siddurim - Schedule learners' services, send out schedule and info to families - Talmud Torah office sends out volunteer sign ups and class kiddush cup information

By December 31 st of 6 th grade year	<ul style="list-style-type: none"> - Families log into their ShulCloud accounts, make sure payment method is entered, and set up payment plan for \$1,585 (payments to be completed by June 1st of 7th grade year) 	<ul style="list-style-type: none"> - TBI Office confirms that a payment plan has been set up via ShulCloud
12 months prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Try to attend Shabbat morning service of student's parasha - Meet with Rabbi Ruhi and obtain parasha materials if you haven't already - Contact Rachel to set up first family appointment w/Rabbi Ruhi - First family meeting w/Rabbi Ruhi or Rabbi Solomon 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 - Rabbi Ruhi matches student with mentor - Rabbi Ruhi or Rabbi Solomon first family meeting
9 months prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Attend first family meeting w/Rabbi Ruhi or Rabbi Solomon if you haven't already - Start working w/mentor - Review goals, specific needs, expectations about b'nai mitzvah w/Rabbi Ruhi - Meet with John re: plans to use social hall for luncheon/celebration 	<ul style="list-style-type: none"> - Make sure families have attended first meeting w/Rabbi Ruhi or Rabbi Solomon - Make sure mentor assignments have been finalized and kids have connected with their mentors - Office begins to work with families on building use plans
8 months prior to b'nai 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/Rabbi Ruhi 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 schedules meetings w/Rabbi Ruhi
7 months prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/Rabbi Ruhi re: d'var 	<ul style="list-style-type: none"> - Rachel schedules meetings w/Rabbi Ruhi
6 months prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/Rabbi Ruhi re: d'var 	<ul style="list-style-type: none"> - Rachel schedule meetings w/Rabbi Ruhi

4-5 months prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/Rabbi Ruhi re: d'var - Parents learn blessings for tallit, Torah readings, shehecheyanu (mentors can help) 	<ul style="list-style-type: none"> - Rachel schedules meetings w/Rabbi Ruhi
6 weeks prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Continue meetings w/Rabbi Ruhi re: d'var - Finalize luncheon plans by submitting building use form to John - Family meets with John to discuss day of logistics and building use - Finalize honors for family members and friends 	<ul style="list-style-type: none"> - Rachel schedules meetings w/Rabbi Ruhi - TBI Office finalizes building use plans with families
1 month prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Final meeting w/Rabbi Ruhi re: d'var - Practice on bimah with mentor 	<ul style="list-style-type: none"> - Rachel schedules meetings w/Rabbi Ruhi
1 week prior to b'nai mitzvah date	<ul style="list-style-type: none"> - Dress rehearsal (usually Thursday 3:30-5:30pm) 	<ul style="list-style-type: none"> - Rachel confirms rehearsal - Kiddush cup (to be given by the prior b'nai mitzvah student) and Tankah are placed on the bima

I/we have read and understand the above timeline. I/we agree to notify relevant staff members if we need to request an adjustment of any times or deadlines.

X

Parent(s)/Guardian(s)