

School-Run Program Support **Process**

Below is a suggested process list for churches planning to support current school-run programs for a public school. It's helpful to start initial planning one month or more before the launch date of any support, to allow time for volunteer recruiting and resource procurement.

1. Work through the Be|Undivided "Prelaunch Planning" page (document below).
2. Meet with school contacts, working with them to find out their needs and how your resources and vision line up with theirs.
3. Decide on one (or maybe two for larger churches) of the school-run programs that the church seems best able to provide focused support for.
4. Start to fill key volunteer roles, beginning with the School-Run Program Support Director. The volunteer recruiting and training process will be an ongoing one parallel with all other steps.
5. Meet with church decision-makers, the Procurement Team (see Volunteer Organization document below) and volunteers to develop a plan for support.
6. Determine what resources will be required.
7. Develop partnerships with third parties for any desired donations, volunteers, connections, etc.
8. Begin resource procurement.
9. Set up or enhance any facility needs.
10. Meet with school contacts again, finalizing rules, processes and any referral requirements.
11. Depending on the program it may be wise to begin with a limited referral scope for two or three weeks, in order to work out any potential problems.
12. After the timespan allotted for Step 11, communicate to the broader student community.
13. Initiate program support!
14. Maintain a clear communication cycle with the school about availability, hours, problems, student referrals, successes, etc.

School-Run Program Support **Materials List**

The kinds of goods and equipment needed to support school-run programs vastly differ per school and per program, thus making it impossible to provide a suggested materials list. However, below are some approaches to take to create a materials list that will suit your needs:

- **Ask the principal what they need.**
 - You will get different answers to this question depending on whom you ask. The principal will likely have some pressing ideas and then refer you to different program directors. It's always good to have a positive, giving relationship with the leader of the school.

- **Ask program directors and teachers.**
 - These are the people with an idea of the day-to-day material needs of their programs. It's likely that every one of them will have ideas of materials needed.

- **Offer what you have.**
 - If you have extra equipment that you can part with, it's a good idea to see if the school could benefit from it. For example, if you have extra stage lights or children's ministry supplies, perhaps the school's drama department or classrooms could use them.

- **Ask the PTA.**
 - If your school has a PTA, they likely have ideas of what they want their students to have and experience, and what kinds of requests they've received from the school in the past. These ideas could be different from those you would get from within the school.

School-Run Program Support **Volunteer Positions**

The volunteer opportunities to support current school-run programs could be endless, ranging from classroom volunteer, to reading to young students, to college and career counseling volunteer (see more examples below). The requirements for those different jobs vary greatly depending on the school as well as the program.

The one position we recommend, regardless of the program, is that of Director. The Procurement and Transportation Teams might have support opportunities as well.

Program Support Director

- Wants to help alleviate the burden on schools and students, and to make things run smoothly to build an efficient and effective support program.
- Duties:
 - Makes sure the lead volunteers are where they need to be
 - Coordinates and recruits all other volunteers
 - Makes sure the school stays updated and stays comfortable about the partnership
- Skills needed:
 - Organization
 - Leadership
 - Inspiration
 - Positivity
- Hours required:
 - 10-20 hours/week

Procurement Team

The Procurement Team (see Volunteer Organization document under "Process") should be contacted and available to help obtain donations of equipment and goods as needed.

Transportation Team

The Transportation Team (see Volunteer Organization document under "Process") should be contacted and available to help transport equipment and goods as needed.

Below are some additional potential opportunities for school-run program support:

- **Drama**
 - Director
 - Costume
 - Lighting
 - Sound
 - Staging
 - Scripts
 - Concessions
 - Box office

- **Counseling**
 - Assistant to the counselor
 - Scheduling
 - Program referrals

- **Leadership**
 - Assistant to the teacher
 - Volunteer teacher
 - Assembly and special events coordinator

- **Library**
 - Book checkout
 - Organization
 - Reading to students

- **General classroom**
 - Teacher's aide
 - Classroom organization
 - Creating supplies/crafts
 - Supervisor
 - Tutoring
 - Supply procurement

- **Computer room**
 - Assistant
 - Supervisor
 - Procurement
 - IT

- **Art**
 - Volunteer teacher
 - Classroom presentations
 - Procurement
 - Supervisor

- **Home economics and shop**
 - Procurement
 - Volunteer teacher
 - Creating supplies
 - Organization
 - General knowledge

- **Health**
 - First aid
 - Education
 - Supplies

- **General administrative**
 - Front office
 - Classroom
 - Any other program

School-Run Program Support

Additional Requirements

- **Financial:** The financial needs will be determined by which programs you choose and what type of support is given. How do we meet these financial needs without being a drain on the church?
 - Procurement from businesses
 - Procurement from service organizations
 - Procurement from church attendees
 - Grants
 - See "Partnerships" section below
- **Facilities:** Current programs typically have set facilities; however, sometimes these facilities can be inadequate in some way. Here are some suggestions on how churches can assist in this area:
 - Enhancement: Some schools have the right facilities but they aren't in usable condition. Common examples of this are fields, gyms, libraries, computer rooms, cafeterias, auditoriums and shops. Churches can assist in updating these facilities to usable condition.
 - Offsite: If facilities situations are stressed, it could be helpful to find offsite facilities for the school to use. This could include community spaces, for rent or free use, or a church building.
- **Transportation:** Some current programs, such as drama and debate, need to travel, which can be costly for schools on a tight budget. Churches can offer their support by providing alternative travel options. Here are some options:
 - Bus driver: Church members with the right driving credentials could volunteer to transport students. Most bus companies will rent out busses, and the school could potentially save money on having to hire a driver. Churches can even consider having someone get licensed just for this purpose.
 - Bus: If the church has church busses or vans, you can alleviate some financial stress on the school by donating the use of your busses. (Please check insurance limitations.)
- **Partnerships:** Many organizations have a heart to serve students and their families. Partnerships multiply your ability to serve. Who can you partner with?
 - Local businesses for donations
 - Clubs (Rotary, Elks, etc.)
 - Other churches
 - PTA
 - YMCA
 - Community centers
 - Local public library

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General Information & Resources

General Considerations

- **Choosing which programs to support:**
 - **Student needs:** What do students actually need? Fit together what the church has to offer with what the greatest needs are.
 - **School needs:** While student needs are at the heart of a church–school partnership, school needs drive connection and ability to serve, and schools have the best long-term perspective on what student support programs are most effective.
 - **Volunteer availability:** This is simply realizing the realities of your people. If your church is filled with people who have young children, you may not want to promote evening-only opportunities. Or you may want to be creative and offer family-friendly service opportunities earlier in the evening.
 - **Resource availability:** Being realistic about the resources available, and committing to something appropriate, is important. Starting small and being consistent is key.
 - **Obstacles:** Will there be special training required for volunteers to be able to serve? Are there other obstacles to service? Finding out ahead of time will help with decision-making.
- **Important relationships to build:**
 - Vice principal
 - Principal
 - Custodian
 - Area directors
 - Teachers
 - Office staff
 - PTA

Mistakes to Avoid

- **Overcommitting:** *Every program at the school may soon want to tap in to the resources that you are making available, but recognize that those resources will soon be diluted and ineffective if you try to do too much.*
- **Overstepping bounds:** *If a program already exists, it's probably because someone is running it. We recommend deferring to school staff members as much as possible in decision-making and leadership, unless they request otherwise.*
- **Inflexibility:** *As you implement new strategies, the school may see new liabilities. We recommend treating those with respect and using creative thinking for problem-solving.*