

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.