

Bar/Bat Mitzvah Preparation Form

Family Name: _____

Bar/Bat Mitzvah Student Name: _____

Name of Tutor: _____

The original of this form will be maintained in a notebook in the Religious School Office for each B/M student. Parents are to ensure each item is completed in a timely manner throughout the B/M preparation process. This will ensure that you and your child are properly prepared for his or her upcoming simcha. We are proud to be a part of this special time in your lives.

Timing	Action	Authorized by or Submit to:	Signature or email Required
First 6 th grade parent meeting (usually Sep)	Parents advised of good standing req & contract	Youth VP or RPC rep.	
Second 6 th grade parent meeting (usually Oct)	Meet with Treasurer	Treasurer	
Third 6 th grade parent meeting	Rqstd Date _____ Rqstd Parsha _____	RPC representative	
Prior to final 6 th grade parent meeting.	Contract signed & payment made; this reserves the date	Youth VP	
Before starting tutoring	Meet with Treasurer	Treasurer	
1 year or more before B/M	1 st Rabbi Meeting	Rabbi	
1 month after meeting with Rabbi	Submit Torah/Haftarah Worksheet to Rabbi	Rabbi	
6-12 months before B/M	Submit Menu Option	Rabbi	
6-12 months before B/M	Choir Request/ donation	Choir Director	
6 months before B/M	Tri-Mitzvalon approved	Rabbi	
3 months before B/M	Meet with Treasurer (if tutoring began 9 mos. or more before B/M)	Treasurer	
3 months before B/M	Tri-Mitzvalon check	Rabbi	
6 weeks before B/M	Submit NL article to Rabbi	Rabbi	
1 month before B/M	Submit table set-up form	Office	No signature required
1 month before B/M	Information to office for bulletin	Office	No signature required

Mazel Tov!