

## **Ohio Mennonite Conference Reduce Poverty Resource Team**

### **PROCESS: HOW TO ADOPT A SCHOOL**

**PURPOSE:** To assist a local school in providing a positive, effective educational experience for students. To assist with supplies, tutoring support, etc. where those resources are not available to the students or school.

#### **1. Identify a local area elementary school in need.**

- a. Ideally close to the Church neighborhood.

#### **2. Contact the school administration to identify their needs.**

- a. Define what classes have needs, in priority-order.
- b. Define what material supplies are needed (listing and projected expense)
- c. Define in-class and outside-class resources needed (tutoring, homework assistance, etc.) and a projected schedule for resources (days and times per week).
- d. Define volunteer's skills and abilities that are required to meet the defined needs.
- e. Define program success from the school's perspective to confirm that the Church's efforts are consistent.

#### **3. Create your Church communications to advise all membership of the initial program and to keep them updated on the effort.**

- a. In your Church bulletin define the process intent, the identified school, a description of the types of identified needs, the types of volunteers needed to assist the school and a projected schedule to begin.
- b. Create a Church Bulletin Board dedicated to this effort (photo of the school, listing of specific material and volunteer needs with sign-up sheets). Keep this board updated with current information and even photos of volunteers assisting students to motivate others to join in.
- c. Appoint person(s) to periodically report on the effort at Church services.

**4. Publicize a scheduled meeting for volunteers to plan what “personnel resources” they can meet (specific tutoring, homework assistance, etc.).**

- a. Identify a team leader for resource coordination with the school.
- b. Create a projected schedule to provide the school, with commitments for Church personnel support. With a written schedule you will gain a stronger commitment from your volunteers to follow through.
- c. Each volunteer can strive to recruit two (2) additional volunteers to increase the personnel resources team.

**5. Periodically meet with the school administrator / teacher to review the effectiveness of the Church efforts and discuss possible improvements.**

**6. Define and communicate recommendations for “process improvement” to the Resource Team and track the numbers of involved adults and youth for communications to others.**

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