

Step by Step Student Stewardship

Stewardship Volunteer Responsibilities

Identify Committee and Divide Responsibilities

One person should be responsible as coordinator for the group. This person will receive all communication from the Step by Step Coordinator and relay to the committee.
Bulletin Board – person creates bulletin board display during designated time

Class Commitment Form

Fill out the form identifying the projects for the year

Organize Grade Level Kick off Meeting in October

In October hold the student kick off. One volunteer should review the program with the students and review stewardship. An outside speaker should be used to cover the need in the community for the grade's particular focus. An overview of the year's service projects should be given.

Communicate with Parents and Teachers

Coordinate the speaker with the teachers. Reserve the hospitality room or library with Grace in the parish office. The week of the meeting send a letter home to the parents describing the year's focus, project and upcoming activities.

Implement Projects

Provide students with a hands on service opportunity, NO MONEY OR COLLECTIONS. Students will learn the best when giving of themselves. Please obtain input from the teachers. Some teachers may want to attend activities or include information in the classroom.

Bulletin Board

Step by Step is provided a bulletin board outside the school office to display our activities. Each grade is assigned a 3 week time period to display pictures and a description of activities.

Feedback

Use the forms found on Power School to obtain feedback from parents and students.

End of the Year Wrap Up

Provide the students with a brief year end wrap up. A brief meeting in the classroom can be used to summarize the year of accomplishments. A year end letter should be sent to the parents.

Library Binder

Update the white library binder for your grade. Each year a summary for the year should be inserted in the binder to provide a point of reference for future volunteers.