



Church School Director Preparation Worksheet/Checklist

1. **ASSISTANCE.** *Who will help you?* _____.

2. **PRELIMINARY DECISIONS WITH PASTOR.**
 - a. *When will the program begin?* _____.
 - b. *How will the tithes be given at your parish, in class or during Divine Liturgy?*
 - c. Look at the parent letter. *Will you use the Parent Letter as is, or will you compose your own?*
 - d. *Do you want to have a teacher meeting before beginning the program? When?*
 - e. *When will you organize each class' tithing package--booklets, posters, envelopes?* _____.

3. **PRINTING DECISIONS.** For best quality output, download all items from the website to be reproduced (so that you are printing from originals).
 - a. **Teacher Notes.** Print out one per class.
 - b. **“How I served God” strips.** Print out one per class. The student fills in the blank with one way he or she served God that week (helping, sharing, being kind, obeying Mom and Dad, etc.). These are to be treated the same as a donation.
 - b. **Booklets.** Review the booklets; the level designation is on the bottom left.

How many of each do you need?

Gr K-1 _____

Gr 2-3 _____

Gr 4-5 _____

Gr MS _____

Gr HS _____
 - c. **Logo stickers.** Obtain Avery address labels # 5160 or a less expensive corresponding store label that measures 1” x 2 5/8”; you will need at least one for every child. A logo sticker template is provided.
 - d. **Posters.** See next page for details. *How many poster sets will you need?*
 - e. *Will you produce the above materials, or have a copy store do so?*
 - f. *How much lead time do you, or they, require?* _____.

4. **TITHING ENVELOPES.** Purchase enough envelopes for the children. Have them seal the envelope and then cut open one end so that it can fold down to hold the money. The logo sticker goes on the envelope, along with the child’s name. After the child empties the tithe, the envelope is to be retained by the child, and reused.