



Advocate Meeting Guide

When do I meet with my SBS mom?

After your assigned SBS mom has completed the Step Into Freedom course, you will begin meeting with her on a weekly basis. When is up to you and your SBS mom. Decide together when is the best time for you to meet for about 30 minutes per week. We recommend choosing a day and time and sticking to a regular schedule rather than trying to find a new time each week. Be sure to pick a time where both you and your SBS mom are able to be fully present and focused on your meeting. Find a time where you are not working and not distracted by other tasks.

Where do I meet with my SBS mom?

You can have your meetings in person, over the phone, or via video chat. You can meet wherever you would like and wherever is safe. Please keep in mind that your assigned mom may have to bring her children along with her to in-person meetings. If you meet at your home, any person over the age of 18 must submit to a background check.

What do we do during the meeting?

During each meeting, go over the following with your SBS mom:

- Review her budget together.
- Discuss what was hard about budgeting this week.
- Discuss what she has learned about budgeting this week.
- Confirm she has made her monthly deposit in her IDA for that month.
- Share a monthly budgeting challenge. (We will provide these for you!)

What do I do after we meet?

It's very important for you to report your meetings to SBS. Every week you should send in a report via our [Advocate Communication Log](#), whether you successfully met with your SBS mom or not. This not only keeps us informed on a crucial part of her participation in Step Into Freedom, but it also allows us to record your volunteer hours.



We suggest you bookmark or favorite the [Advocate Communication Log](#) on your phone or computer and set a reminder for yourself after each meeting to log your meeting. Scan the QR code for easy access.

What do I do in between meetings?

Feel free to check in on your SBS mom throughout the week! If you have any questions or concerns, reach out to the Step By Step office: 859.258.7837.