

**Congregation Beth Emeth
Youth Department Handbook
Policies and Guidelines
May 2008**

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I. INTRODUCTION

This document outlines the policies associated with the operation of Congregation Beth Emeth's Youth Department. The policies should be reviewed and updated annually in consultation with the Youth Activities Committee.

A. Mission Statement:

The mission of the Youth Activities Committee is to engage our youth while promoting and fostering the ideals of Conservative Judaism by developing broad reaching programs that provide opportunities for socialization and fellowship, personal and spiritual growth, Tzedakah and community service and education outside of our established school program. In addition, the Committee will promote to the congregation and its leaders a sense of responsibility and commitment to the Youth Program to ensure its adequate funding and recognition.

B. The Goals/Objectives of Beth Emeth's Youth Program:

- 1. Primary responsibility is to establish programming for and encourage involvement in the congregation's United Synagogue Youth Group Programs (Koach, USY, Kadima, Machar, Bonim, Nitzanim);**
- 2. Second, develop other youth programs as approved by the Youth Activities Committee that further youth involvement and participation in congregational and community activities that foster the ideals of Conservative Judaism;**
- 3. Help school-age youth enjoy Judaism and being Jewish through an understanding of tikkun olam, by encouraging our youth to give of themselves to the congregation and the community at large and to expand their circle of Jewish friendships.**

II. THE YOUTH DEPARTMENT

A. Refers to the staff, funding, and programs related to youth of the congregation outside the religious school.

B. All personnel working with the synagogue youth must serve as role models and conform to the following minimum standards:

- 1. Advisors/Youth Director must be Jewish;**
- 2. Serve as a “dugma”, role model, by personal example of Jewish commitment, observe Kashrut and Shabbat within the framework of the Conservative Movement during all youth activities and when members of the youth group are present;**
- 3. Ensure that all youth programs outside the synagogue are in compliance with the Kashrut and Shabbat Policy of Beth Emeth (Appendix 1 and 2);**
- 4. While in the presence of the youth, he/she is expected to dress modestly and appropriately for the occasion;**
- 5. Refrain from smoking, or drinking alcohol while in the presence of the youth;**
- 6. At all times refrain from the use of illegal drugs;**
- 7. Refrain from conducting synagogue or youth group business on Shabbat and Yom Tovim;**
- 8. Refrain from participating in other activities, paid or volunteer, that present potential, apparent, or actual conflicts of interest;**
- 9. Refrain from inappropriate physical contact;**

C. Professional Personnel:

1. YOUTH DIRECTOR

This individual shall directly report to the Executive Director of Congregation Beth Emeth. In addition, the Youth Director shall report to the Chairman of the Beth Emeth

Youth Activities Committee and the Executive Committee Representative in a consultative role.

His/her responsibilities shall include, but not be limited to:

a. GENERAL

- 1. Enforce the policies as set by the Youth Activities Committee;**
- 2. Disseminate information on community activities and organizations relevant to Jewish youth.**
- 3. Establish set office hours in consultation with the Executive Director and the Youth Activities Committee;**
- 4. Provide vision, leadership, and direction to the Congregation's youth recognizing primary responsibility to the established Beth Emeth United Synagogue Youth Groups (Koach, USY, Kadima, Machar, Bonim, Nitzanim);**
- 5. Attend monthly Youth Activities Committee meetings as an ex-officio member;**
- 6. Report monthly to the Youth Activities Committee regarding the following:**
 - i. Review of programs past and future, - including number of attendees, level of success, problems, for both local chapter and chapter participation in regional/international events;**
 - ii. Financial report;**
- 7. Publish a monthly youth column in the synagogue newsletter;**
- 8. Maintain or supervise the maintenance of the youth web site in conjunction with Beth Emeth web master;**
- 9. Maintain a youth bulletin board;**
- 10. Attend synagogue staff meetings;**
- 11. Be available to parents to discuss programming, issues, and behavioral compliance;**

12. Publicize and encourage participation by the youth in the United Synagogue Regional and International programs.

b. STAFF

- 1. Interviews and hires the advisors for each youth group with the approval of the Youth Activities Committee;**
- 2. Trains, set goals and expectations and supervise said advisors;**
- 3. Prepares and maintains advisors job descriptions in conjunction with Youth Activities Committee;**
- 4. Advises and assists youth group advisors; ensures consistency across programs;**
- 5. Meet regularly (several face-to-face meetings per school year) with the advisors as needed to discuss program ideas and coordinate calendars. Agendas should include but not limited to:
 - i. Review of plans for upcoming programs to ensure that appropriate decisions are being made, and that there is adequate detail planning, supervision and that applicable policies are followed.**
 - ii. Looking ahead 2-3 months on the calendar to start program planning to ensure adequate time to promote and advertise programs**
 - iii. General concerns, problem solving, etc.****
- 6. In conjunction with the Executive Director, and after consultation with the Youth Activities Committee (for their input), conduct annual performance reviews with each advisor.**

c. ADMINISTRATION

- 1. Directly responsible for Youth program administration;**

- 2. Maintain a current roster of youth members which includes address, telephone numbers, email, parental information/contacts, permission slips and a separate list of potential members;**
- 3. Responsible for the collection, tracking, and submission all membership forms, release forms, medical records, regional event applications, and insurance information as needed;**
- 4. Ensure that each member is properly registered and has a membership form and medical release on file;**
- 5. Ensure that dues from each member is collected and sent to the Regional office by the stated regional deadline each fall;**
- 6. Generate and maintain a roster of members and potential members for each youth group;**
- 7. Ensure that policies such as permission slip requirements and release forms are followed by the advisors for each event;**
- 8. Oversee transportation to and from each event, including bus transportation, car pools, etc.;**
- 9. Work in cooperation with all other departments and personnel of the congregation, such as the Rabbi, Executive Director, Education Director, and Kitchen Manager to arrange facility use, food, and other actions with regard to the youth activities and programs;**
- 10. Represent the youth at the synagogue calendar meeting;**
- 11. Sign contracts as necessary for programs (i.e., bus, transportation, DJ, band, etc.);**
- 12. Administer the Youth Lounge.**

d. PROGRAMS/EVENTS:

- 1. Coordinate youth programming to include synagogue, chapter, and regional events; ensures high quality and balanced programming for all groups;**
- 2. Recognizing that the youth director's primary responsibility is to the established Beth Emeth United Synagogue Youth Groups (Koach, USY, Kadima, Machar, Bonim, Nitzanim), other outside youth programs must be presented to the Youth Activities Committee prior to committing to those outside activities;**
- 3. Ensure chapter communications (email, phone, flyers) are taking place with adequate lead time to ensure successful registration for local, regional and international events;**
- 4. Occasionally attend youth group board meetings to observe advisors interactions with the youth;**
- 5. Ensure that programming during the course of the year is balanced, including social, religious, education, social-actions, fundraising, athletic, and cultural;**
- 6. Ensure that content is age-appropriate and consistent with Jewish values;**
- 7. Maintain Regional and community at large affiliations, and coordination of events;**
- 8. Oversee development and execution of fundraising activities as planned by each youth group.**

e. FINANCE

- 1. Managing the Youth Budget;**
- 2. Ensure that all business controls set by the synagogue regarding handling of monies and reimbursements are followed by the youth department and each youth group;**

- 3. Ensure that receipts and other documentation supporting all expenditures and income are kept on file;**
- 4. Oversee budget planning for all youth events;**
- 5. Track income and expense for each event;**
- 6. Report the status of the youth accounts to the Youth Activities Committee on a regular basis.**

2. ADVISORS

These individuals shall directly report to the Youth Director of Congregation Beth Emeth.

Each advisor's responsibilities shall include, but not be limited to:

- a. The day-to-day operation of the respective youth group;**
- b. Directly accountable to the Youth Director meeting regularly with him/her to submit a schedule of activities for approval, arrange for publicity on a bi-monthly basis, and for other administrative activities related to the specific youth group;**
- c. Provide leadership and direction to the youth group boards, empowering them to take on as much responsibility running the chapter (for USY and Kadima) as possible, while at the same time, maximizing success by ensuring that appropriate levels of planning and communications take place;**
- d. All efforts should be made to ensure that scheduled programming takes place;**
- e. Follow all appropriate business controls as set by the congregation and directed by the youth director;**

- f. Assist the youth director with membership and medical forms, signing regional and international event applications, ensuring that participants are members in good standing;**
- g. Work with the youth group board (for USY and Kadima) to develop a calendar of events for the upcoming year (with specific attention to activities requiring use of the synagogue building) and submitting the calendar of events to the Youth Director no later than 2 weeks prior to the annual spring/summer synagogue calendar meeting. (While advance planning allows for the best coordination with other elements of Beth Emeth and with other chapters, as well as enabling families to plan and schedule, there may be occasions when programs or dates may have to change);**
- h. Ensure that programming during the course of the year is balanced including social, religious, education, social-actions, fundraising, athletic, and cultural;**
- i. Hold a minimum of one chapter meeting/event per month from Sept. – June for USY and Kadima, and a minimum of one activity each quarter for Machar, Bonim and Nitzanim;**
- j. Communicate effectively with the chapter including email, phone and flyers with adequate lead time to ensure successful registration for local, regional and national events;**
- k. Attend all meetings, programs, and activities of their respective youth group;**
- l. Be present at all activities at least ½ hour before the event is scheduled to begin and remain until all participants are picked up to ensure the safety and security of all participants;**
- m. In the event that the advisor needs to be absent from a scheduled meeting or activity, he/she**

- shall notify the Youth Director and arrange for an acceptable adult substitute;
- n. **Coordinate transportation to and from events with the help of the Youth Director when needed;**
 - o. **Observe and enforce all set policies and religious standards at each event, including but not limited to: dress code, kashrut, and Shabbat, as well as chaperone and driving policies;**
 - p. **Accompany youth to all regional events in which they participate (in the event that the advisor can not attend the regional event, prior arrangements must be made with the youth director for a substitute advisor to attend the event);**
 - q. **Report attendance and participation at events to the Youth Director;**
 - r. **At the request of the Committee Chair and/or the Youth Director, attend Youth Activities Committee meetings as employee ex-officio member;**
 - s. **Support the Youth Director by contributing information for the synagogue bulletin, and contribute to the youth bulletin board;**
 - t. **Advisor is encouraged to take photos of each youth event (with the exception of Shabbat events) to be provided to the Youth Director and will be reimbursed for all film and processing expenses that occur;**
 - u. **Responsible for the maintenance and condition of those parts of the Beth Emeth facility being used by his/her youth group;**
 - v. **Advisor shall accept telephone calls and meet with parents and youth as necessary;**
 - w. **Advisor shall ensure that in case of an adverse event (i.e. accident, breach of standard, etc.) detailed notes including how the situation was handled and who was involved be recorded and reported to the Youth Director in a timely fashion**

(not later than one week) based on the severity of the situation. (Critical events should be reported as soon as possible.);

- x. Advisor is expected to attend regional advisor training programs;**
- y. Advisor possesses emergency contact forms and registration forms at all events; and**
- z. Other specific responsibility as stated in the respective Beth Emeth Youth Advisor Job Descriptions (Appendix 3)**

C. STAFF BEHAVIOR GUIDELINES

- 1. Jewish values of tzniut (modesty), discretion and privacy are of utmost importance;**
- 2. Relationships between staff should be mutually agreeable, private, and discreet;**
- 3. Public Displays of affection in general are not appropriate in any youth setting, unless limited and discreet;**
- 4. Details of one's personal activities in general should not be shared with the youth. The staff should use discretion to ensure that interactions are appropriate;**
- 5. The youth department staff will observe all the behavioral expectations set forth for the youth in this manual;**
- 6. Inappropriate physical contact with any youth is prohibited, specifically, engaging in any manner of sexual behavior with the youth, including the use of sexually provocative behavior and/or language;**
- 7. Use, possession, or being under the influence of alcohol, illegal drugs, or narcotics (legal or illegal) is prohibited;**
- 8. In the presence of the youth, the following are prohibited;**
 - a. Smoking of cigarettes or cigars;**
 - b. Gambling;**
 - c. Possession of weapons or dangerous tools;**

- 9. Corporal punishment is never permitted;**
- 10. Falsifying and record or report is prohibited;**
- 11. Stealing, destroying, defacing or misusing property is prohibited;**
- 12. Confidentiality regarding the youth's personal medical information must be maintained;**

III. Youth Activities Committee

- A. Serves in an advisory capacity to the Synagogue board regarding youth department policies, while also providing guidance to and oversight of all the youth department activities. The commission is responsible for:**
 - 1. Setting the vision, mission, goals and direction for the youth program;**
 - 2. Establishing and enforcing policies for the youth program. This includes maintaining and annually reviewing the Youth Department Handbook which includes job descriptions for the youth director and advisors, as well as youth department policies;**
 - 3. Providing direct feedback to the Executive Director and the Executive Committee Representative regarding the performance evaluation of the Youth Director;**
 - 4. Overseeing the Youth Directors hiring, supervision and evaluation of all advisors;**
 - 5. Representing the interest of the youth program at the synagogue board meetings, to other arms of the synagogue, and promoting the youth program to the synagogue membership;**
 - 6. Secure funding for salaries and programs by participating in the annual synagogue budget;**
 - 7. Administer the Megan Berman Youth Fund;**
 - 8. Provide guidance and support to the youth staff;**

- 9. Represent Beth Emeth at the Seaboard Region Youth Activities Committee meetings.**

B. Youth Activities Committee Membership

The Youth Activities Committee Chair should strive for a committee with a broad representation of the congregation providing a variety of skills and backgrounds who share a commitment to working with and for the youth of our congregation.

The chair should try to have several parents of each age group represented in our youth programs as well as some members without children in the program. Those with children in the program can provide first-hand information about the effectiveness of the programs. Those without children can provide different perspectives and add a level of objectivity in decision-making.

Voting Members:

- 1. Chairperson – as recommended by the Synagogue’s Nominating Committee and approved by the Congregation at the annual meeting;**
- 2. Executive Committee Representative as appointed by the Executive Committee**
- 3. USY President;**
- 4. Any synagogue member in good standing;**
- 5. The Youth Activities Committee chair should request representatives from Sisterhood and Men’s Club to attend regularly;**
- 6. The chair may also appoint a secretary, vice chairperson, or other officers as deemed necessary;**
- 7. Youth Director – ex-officio**
- 8. Youth Group Advisors – employed as ex-officio**

C. Conflicts of Interest:

Members of the commission may not participate in activities that present potential, actual, or apparent conflicts of interest.

D. Commission Meetings:

The Youth Activities Committee shall meet at least once each month or at the discretion of the Chairperson to discuss issues including planning, midyear reviews, budget, program evaluation, and scholarship/ award nominations. Other issues should be addressed as needed. The meeting agenda should include the following:

- 1. D'var Torah**
- 2. Review and approval of minutes from previous meeting**
- 3. Youth Directors Reports**
- 4. Youth Advisors Reports**
- 5. Youth Activities Committee Planning Calendar - look forward 3-6 months to see what events will require Youth Activities Committee planning**
- 6. Old Business**
- 7. New Business**
- 8. Good and Welfare**

IV. YOUTH GROUPS

A. Membership requirements:

- 1. Open only to all Jewish children**
- 2. The children may join in any youth group for which they are eligible, based on their grade in school;**
- 3. Membership in the synagogue affiliated scout groups will be allowed as prescribed in the charter of the overseeing organization.**
- 4. Parents must complete a membership/emergency form (Appendix 4) and pay the appropriate youth**

membership dues prior to the fall deadline (as set by the Youth Director) in order to activate their child(ren)'s membership;

(After the fall deadline, membership can be accepted at any time with approval of the youth director. Full dues must be paid at that time.)

- 5. Beth Emeth members of Kadima and USY also receive membership in the regional and international arms of these groups with their chapter (synagogue-based) membership;**
- 6. Beth Emeth Youth Policies will be made available (preferably via the synagogue web site as well as in print when requested) to all youth group members and parents. After a child is registered, the parent(s) will receive confirmation of registration with information on how to access the Youth Department Policies.**
- 7. The Youth Director should make it clear that it is ultimately the responsibility of the parents to be sure that they and their children are familiar with all policies of the Youth Department.**

B. Participation:

- 1. Only Jewish children (with the exception of the scouting program) may participate in youth group activities, even as guests.**
- 2. Parents must complete one emergency form per year and update as needed (Appendix 4) for each child before the child may participate in any activity.**
- 3. Non-youth group members may participate in Beth Emeth chapter activities for their age group up to two times per year by paying a non-member fee after which they will be asked to become members of the youth group in order to participate in any future activities for that year.**
- 4. Non-youth group members may not participate in regional or international activities.**

C. Conduct of Youth Participants

- 1. Youth attending activities and programs sponsored by Beth Emeth shall be expected to:**
 - a. Dress appropriately for the event (e.g., Shabbat clothes for Shabbat and holiday events), as outlined in the USY Dress Policy (Appendix 5);**
 - b. Observe the sanctity of Shabbat and holidays during all sponsored youth group activities (Appendix 2);**
 - c. Observe Kashrut according to Beth Emeth Kasrut Policy (Appendix 1) during all sponsored youth group activities;**
 - d. Treat other participants, advisors, chaperones, and guests, etc., courteously;**
 - e. Refrain from carrying weapons or dangerous tools or committing acts of violence, even in jest;**
 - f. Refrain from using or possessing alcohol, drugs, tobacco, and unauthorized medications;**
 - g. Refrain from using foul language or wearing clothing that displays vulgar language, cursing, or using terms of bigotry;**
 - h. Refrain from wearing clothing that displays alcohol, drugs, or tobacco**
 - i. Refrain from inappropriate sexual behavior;**
 - j. Refrain from any illegal activity such as stealing other's property or possessions, shoplifting, etc.**
 - k. Demonstrate respect for the property of others;**
 - l. Observe all rules of safety and conduct that apply to a particular event or location.**
 - m. Youth may not leave the premises of a youth group function without being chaperoned by his/her advisor or formally designated adult.**

D. Discipline:

Most disciplinary issues involving the youth program can be dealt with directly by the youth staff. They are often minor,

involving things such as inappropriate dress or language, or disruptive behavior. It is the job of the youth staff to work with the youth to help resolve the issue or mediate the problem.

In the event that a youth violates a major policy, suspension from the program may be implemented. Major violations at an event may involve behavior such as: possession of drugs, alcohol, or tobacco, being drunk or high, violent behavior, shoplifting, smoking, or having inappropriate sexual relations.

It is the duty of the youth staff to ensure that adequate and reliable information is obtained regarding the violation prior to enacting any major disciplinary action.

The staff should remember that:

- **Details are sometimes not clear**
- **You may not find out about the incident first hand**
- **You may have to questions staff and youth who are unwilling to provide details**
- **You may find out about the incident after the event is over**
- **Those who violate the rules are often the ones who could benefit most by the contact with a positive role model; taking them out of the activity may sometimes seem like the wrong thing to do.**

The following guidelines should be used to help the youth staff deal with potential adverse events:

- **Speak directly with those involved**
- **Listen to their side of the story – find out what he/she has to say**
- **Talk about what you know or believe to be true**
- **Realize the youth may not have done what he or she is accused of**

- **Determine to the best of your ability if there are extenuating circumstances**
- **Determine to the best of your ability if others are involved**
- **Give the youth time to process what's going on**
- **If the youth admits to what he or she has done, or the course of action is clear, then proceed**
- **If the course of action is not clear, then seek advice from the Youth Director, or the Youth Activities Committee Chairperson**
- **The Rabbi may be a great resource with which the Youth Director may consult.**
- **Parents should be notified directly by the Youth Director**

E. Safety:

If a youth's behavior at an event presents a threat to his or her own safety or the safety of anyone around them, he or she should be isolated with a chaperone or removed from the event as soon as possible. In the event that a child cannot be controlled easily, the staff should not hesitate to call for help.

F. Confidentiality:

Adults who work with youth are responsible not only to the youth but to Congregation Beth Emeth as well. Sometimes the adult will learn that a child or youth is the victim of abuse, is suicidal, or has a serious drug problem, etc. The adult must not keep this information to his/herself. For this reason, never give the youth the impression that secrets will be kept for them. Confidentiality is not secret keeping. For the most part, a promise of confidentiality will mean that information shared in confidence will not be repeated. However, when the information is of a major crisis in nature, the supervising adult should encourage the youth to seek help from a parent or other authority figure. In

addition, advisors should consult with the Youth Director who in turn should consult with the Chair of the Youth Activities Committee and/or Rabbi for guidance on an appropriate course of action.

G. Credibility and Integrity:

The youth staff will ensure that the policies of the Youth Activities Committee are upheld. If policies are not upheld, the program will lose credibility and future control will be at risk. i.e. Hotels, bus companies, entertainment venues and other vendors should be able to count on Beth Emeth youth as being well behaved and low risk from their point of view.

H. Sanctions:

Any child whose behavior violates the standards of conduct may be sent home early from the event in which he/she is participating at his/her own expense. Additionally, he/she may be barred from participating in future events.

V. PROGRAMMING & ACTIVITIES POLICIES

A. Calendar:

1. The Youth Director is responsible for coordinating the youth programming calendar with the master calendar. The Youth Director shall carefully coordinate activities that are co-sponsored by other Beth Emeth groups, and also ensure that programs do not conflict with religious school classes/programs.

B. Movies

Movie ratings must be age appropriate. As a general guideline, only G-rated movies shall be shown for youth

in grades K-5; for Kadima, G or PG-rated movies; and for USY no movies may be rated higher than PG-13. When more than one youth group participates, movies must be appropriate for the youngest participants.

C. Overnight coed activities:

Overnight coed activities will be permitted with the following guidelines:

- **Separate rooms for sleeping must be made available for girls and boys with at least one chaperone of the same sex in each room.**
- **Common coed areas for overnight activities should have ongoing programming and appropriate staffing.**

D. Any activity considered at risk for potential injury should get prior approval from the Youth Director. (i.e, extreme sports, etc.)

E. Kashrut & Shabbat/Yom Tov:

- 1. All activities must be observant of kashrut and, Shabbat/Yom Tov, as defined in the Beth Emeth Kashrut and Shabbat/Yom Tov Policy for Youth (Appendix 1 and 2)**
- 2. If an activity includes Havdalah, the activity may begin before Shabbat ends. All activities that begin before sundown must be Shabbat-appropriate.**
- 3. Friday activities that do not include Shabbat observance must end in time for participants to travel to their Shabbat destinations and prepare/dress for Shabbat. In general, Friday activities should end one hour before candle lighting. Activities beginning after Shabbat and not including Havdalah, should allow for Havdalah observance at home and travel time. In general, Saturday night activities should not begin until 1 hour after candle lighting time.**
- 4. Every effort should be made to schedule one youth Shabbat program each year.**

VI. FINANCES

A. Annual Dues:

- 1. In consultation with the Youth Director, the Youth Activities Committee will set annual dues each year based on estimated chapter costs and, for Kadima and USY, estimated regional and international dues. The dues structure should be set no later than May 1 of each year for the following school year.**
- 2. Annual dues should be collected by the fall deadline as set by the Youth Director along with appropriate registration/medical release forms (Appendix 4).**
- 3. The Youth Director will ensure that appropriate records of dues paying members (for USY, Kadima, Bonim, Machar, and Nitzanim) are maintained in the youth office, and that the appropriate regional and international dues forms are submitted on time per the requirements of Seaboard Region and International USY.**
- 4. The group leaders of any other groups (i.e. scouts) are responsible for collecting their respective dues, maintaining financial records, and maintaining membership rosters. All financial transactions (i.e. deposits of dues, or other receipts and disbursements) must be submitted through the youth department.**

B. Activity Fees:

- 1. Fees for each activity should be set by the advisors and reviewed with the Youth Director prior to publication.**
- 2. All activities should be self sufficient, i.e. activity fees will cover all expenses, unless:**
 - a. The youth group board has requested use of their active account funds to subsidize the program**
 - b. The Advisor has agreed that subsidy is appropriate**
 - c. The subsidy is approved by the Youth Director**

3. Each activity should have a member and non-member fee.

C. Fundraising:

- 1. Beth Emeth youth programs may only sponsor fundraising to promote the principles of the USCJ youth program.**
- 2. Youth programs may raise money by charging more than actual cost for programs openly advertised as fundraisers.**
- 3. Fundraising activities may not include any door-to-door sales or sales outside the venue of the youth events.**
- 4. Fundraising may not conflict with other Beth Emeth efforts, (i.e., Passover candy sale).**
- 5. The Youth Activities Committee will oversee major youth related general fundraising from the congregation and outside sources.**
- 6. The Youth director will be encouraged to seek out and apply for any and all applicable grant funds that he/she deems appropriate. All such grant requests will be reviewed and approved by the Youth Activities Committee prior to their submission.**
- 7. In order to utilize limited youth department resources in the most efficient manner possible, directed donations to the youth program that have stipulations requiring the type of programming, the use of facilities at Beth Emeth for a youth event, or the use of salaried or volunteer Beth Emeth youth staff or youth committee members must be approved by the Youth Activities Committee prior to those directed donations being accepted with such stipulations.**

D. Subsidies/Financial Aid:

- 1. The Megan Berman Youth Fund shall be administered under the auspices of the Beth Emeth Youth Activities Committee (Appendix 6).**

VII. TRANSPORTATION & DRIVING

- A. When the number of participants or the nature of the activity justifies the expense of a bus, the youth department will provide bus transportation between Beth Emeth and the activity site. When busses are too expensive or impractical, the youth department will try to arrange carpools driven by adults between Beth Emeth and the activity site.**

Minimum standard for carpool drivers include:

- Age 18 or older**
- Licensed Driver**
- Driver held private insurance**
- Functioning seat belts for each passenger**

- B. When bus or carpool transportation is provided, USY participants will not be permitted to drive themselves or other participants to the activity site, unless the parents of both the driver and the passenger(s) have provided signed permission slips. It is the responsibility of the driver to ensure that all state laws regarding driving curfews and passenger restrictions are followed. If parents decide to have their children ride with a USYer or other teen who drives, Beth Emeth shall not be held responsible.**

- C. If the fee charged for bus transportation is incorporated into the overall event activity fee, all participants must pay the fee even if they provide their own transportation, regardless of parent permission. If the bus fee is listed separately, only those utilizing bus transportation must pay the fee.**

VIII. CHAPERONES

- A. Advisors and the Youth Director are responsible for ensuring that each activity has enough adult chaperones to transport and supervise the participants.**
- 1. USCJ guidelines suggest the following minimum child to adult ratios for all programs/events taking place outside the building:**
 - a. USY 10:1**
 - b. Kadima 8:1**
 - c. Machar/Bonim 6:1**
 - 2. A minimum of two adults is required at every event; four for overnight activities. (See overnight policy under PROGRAMMING & ACTIVITIES POLICIES section V.)**
 - 3. Youth Director is responsible for ensuring that advisors have secured adequate chaperones for each event.**
 - 4. Chaperones should, at the very least, be:**
 - a. for USY: a sophomore in college;**
 - b. for Kadima ,Machar, Bonim, and Nitzanim: a freshman in college;**
 - 5. Chaperones should be informed of their responsibilities in advance (i.e., driving, ensuring the safety and welfare of participants). Some participatory activities such as skiing, amusement parks, or white water rafting may require different guidelines than others.**

IX. RECORDS

- A. Emergency Forms:**
- 1. The advisors are responsible for ensuring that they have a current emergency form for each participant before departing for a program or event being held off site, and for bringing a copy of the emergency forms to each activity.**
 - 2. The standard Beth Emeth Youth Activity Emergency Form (Appendix 4) will be used for all events, except when the Youth Director deems a more**

comprehensive form is indicated due to the nature of the activity (i.e. white water rafting).

B. Activity Files:

- 1. The Youth Director, with the assistance of the youth advisors, will maintain detailed records for each activity in order to conduct an evaluation after the event, including:**
 - a. activity name; date/time; description including location, activities, food; number of participants; chaperones; total cost; fee per person; income/expense; attendance problems; evaluation.**

X. Medication Policy

Beth Emeth Youth Activities Committee aims to provide a safe and healthy environment for all children attending youth events. We endeavor to help our children achieve full participation and enjoy each activity. To achieve this it is important for parents, children, and staff to work closely together.

All medication handling will follow the Beth Emeth Youth Medication Policy (appendix 7)

XI. PUBLICITY

A. Shofar:

The Youth Director will prepare a monthly column for Beth Emeth's Shofar to include but not be limited to, a calendar of future events with pertinent details when available, and photographs (in accordance with the congregational policy on publishing photographs) as available.

In addition, the advisors for USY and Kadima should be sure the Tikshoret (communications VP) or other member of the

youth group board prepares a short article for the Shofar regarding their groups activities.

B. Telephone/ Email:

- 1. Advisors for Kadima, Machar, Bonim, and Nitznim will be responsible for contacting their respective youth group members before each event to encourage attendance/participation or, at a minimum, ask for parental assistance in making these calls/contacts.**
- 2. The USY Advisor will encourage the USY Board to call/email active and inactive members to invite them to upcoming events.**
- 3. Advisors should use email for reminders, to keep in touch with youth members and to receive RSVPs to activities that do not require advance payment. Email may supplement phone calls but should not be the only means of communication.**

C. Beth Emeth Weekly Announcements:

The Youth Director will ensure that all schedule reminders, changes, and announcements are provided to the Executive Director in time to be published in the weekly Announcements.

D. Website:

The Youth Director and advisors should make best efforts to work together to ensure that the youth page of the website contains current information, scheduling, pictures (in accordance with congregational policy on photographs), and contact information. The Youth Director should let the Webmaster know who will be an authorized contact to make changes.

E. Bulletin Board:

- 1. The primary youth bulletin board should have space allocated for USY, Kadima, Machar and Bonim.**
- 2. The Youth Director is responsible for the content of the board.**

- 3. The bulletin board shall be prohibited from displaying non United Synagogue of Conservative Judaism Youth Group Event flyers.**
- 4. Other youth activities fliers may be displayed on other bulletin boards throughout the synagogue per the approval of the Executive Director.**
- 5. The board should be kept current.**

F. Photos

Photos of children participating in youth group events may be posted on the bulletin boards as well as the web site as long as no identifying information (i.e. name) appears with the photo. Anytime identifying information regarding the photograph of a participant is included (i.e. for a press release to a newspaper) appropriate authorization from the child's parent must be obtained.

XII. Approval and Amendments

The Youth Department Handbook Policies and Guidelines was developed by the Youth Activities Committee on direction of the Board of Directors of the Congregation. Upon affirmative vote by a majority of the full Committee, these policies and procedures shall be forwarded to the Board of Directors for approval after which time they will take effect and be applied to all future youth events. This document should be reviewed at least once per year and amended as needed by the Youth Activities Committee.

BETH EMETH Kashrut Policy for Youth Groups

Appendix 1

Advisors are responsible for maintaining the Kashrut standards established by the Rabbi of Congregation Beth Emeth.

In the Synagogue:

No food should be brought into the kitchen.

Must have a certified Mashgiach whenever the kitchen is in use.

Only designated individuals on Synagogue staff can purchase food.

Food for on site events should be purchased through Administrative Assistant in the Youth Department office.

When eating bag lunches from home, advisor should check to make certain that all food is dairy or vegetarian and contains no meat by-products. Bag lunches should be eaten in classrooms only.

Off Site:

When eating in or ordering food from a restaurant, participants can order only foods that are Kosher, vegetarian or dairy (cold or hot).

When dining in a restaurant, deep fried foods are not permitted.

Foods to be prepared and served at an off-site event must be purchased by or checked by a certified Mashgiach. It's usually best to order food in advance as though it is for use on site.

When preparing deep fried foods, oil and products must be purchased by or checked by a certified Mashgiach.

After eating meat, a waiting period of three (3) hours is required before dairy can be served. (This is unique to Beth Emeth youth groups, per Rabbi Glazer.)

- **Under no circumstances shall meat and dairy be consumed at the same time or served together.**

Appendix 2 – BETH EMETH SHABBAT/YOM TOV POLICY FOR YOUTH GROUP ACTIVITIES

Youth events should be scheduled to start no less than 30 minutes after the end of Shabbat or any Yom Tov.

Set up for events can begin before the end of Shabbat or Yom Tov, but should be restricted as follows:

No use of electronics, sound equipment, TV, etc.

No items may be carried into or out of the building.

Items may be moved from one room in the building to another.

Preparation of food is permitted. On Shabbat, cooking is not permitted; on the Yom Tovim associated with Sukkot, Pesach and Shavuot, it is permitted to cook.

No cutting, tearing, writing, drawing, or other traditionally forbidden activities

Whenever possible, programs immediately after the conclusion of Shabbat or Yom Tov should begin after a Havdalah Service is conducted.

Yom Tovim:

Rosh Hashanah (two days)

Yom Kippur

Sukkot (first two days)

Shemini Atzeret

Simchat Torah

Pesach (first two and last two days)

Shavuot (two days)

Appendix 3 – Youth Advisor Job Descriptions

CONGREGATION BETH EMETH POSITION DESCRIPTION

USY ADVISOR

Position

This position is that of USY Advisor for Congregation Beth Emeth in Herndon, Virginia.

Supervision

This position is supervised directly by the Youth and Program Director and is subject to evaluation by the Youth and Program Director and the Youth Activities Committee.

Terms and Conditions

The terms and conditions of employment shall be as stated in the attached Letter of Agreement.

Duties and Responsibilities

1. Maintain the professional standards of the position in the following way:

- The Advisor shall be responsible for providing guidance to the USY Board during their regular monthly planning meeting (about two hours on Sunday afternoon) to help them plan appropriate activities for the months from September to June.**
- The Advisor shall attend all assigned meetings, programs, and activities, including conventions (mandatory attendance at the interchapter, regional conventions and one regional dance). The Advisor is to be present at all activities at least ½ hour before they are scheduled to begin, and remain until all participants are picked up to insure the safety and security of all participants. In the event the Advisor needs to be absent from a scheduled meeting or activity, the Advisor shall notify the Youth and Program Director and arrange for an acceptable adult substitute.**

- **The Advisor shall meet regularly with the Youth and Program Director and submit a schedule of USY activities, for approval, arrange for publicity on a bi-monthly basis, and for other administrative activities related to his/her youth group. The Youth and Program Director will establish mutually-agreed regular (weekly) time for such communication.**
- **The Advisor will attend Youth Activities Committee meetings.**
- **The Advisor is also required to take photographs of each youth event to be provided to the Youth and Program Director. The Advisor will be reimbursed for all film and processing expenses incurred.**
- **The Advisor shall be responsible for the maintenance and condition of those parts of the Beth Emeth facility being used by his/her youth group.**
- **The Advisor shall accept telephone calls and meet with parents and youth, as necessary.**
- **The Advisor shall attend Regional Advisor Training programs.**

2. Supervise the planning and implementation of all aspects of USY programming including the following responsibilities:

- **The Advisor shall maintain a current roster of USY members, including addresses and telephone numbers and permission slips and a separate promotion list of potential members.**
- **No more than a week after each board meeting, follow up with telephone calls and/or e-mails to the board members to remind them of their responsibilities for the upcoming activities, and to find out what they have done so far. Continue to check in periodically with board members to be sure that they are preparing for upcoming events on schedule.**
- **One week prior to the newsletter deadline contact *Tikshoret*, Communications Officer, to remind him/her to collect and create articles and flyers for the next two months of events to be given to the Youth and Program Director for approval. Also remind the *Tikshoret* or the President to assemble a work team of at least four USYers to come to the synagogue office approximately 3 days prior to the mail-out deadline.**
- **No less than one week prior to each chapter event, find out who has RSVP'd for the event. Mobilize the board to contact those**

who have not yet responded, through the use of the “phone tree” or e-mail system.

- **Contact members who have signed up to participate in conventions at least one week prior to each event to remind them about the Kinnus Code (USY standards of behavior), the bus schedule, and what to bring, including tallit and tefillin.**
- **Contact the chapter President at least once a week to keep current with chapter events, changes in plans, etc.**
- **Assist the Youth and Program Director and USY board members in preparing for events, including the purchasing of supplies, collecting fees for events, making reservations, etc.**

3. Attend and chaperon all USY events. Chaperoning includes ensuring that all USYers uphold basic standards of Conservative Jewish practice, as well as *kavod*, respect, safety, responsibility and decency as outlined in the USY Kinnus Code, while attending any chapter, interchapter or regional event. The Advisor is expected to attend and chaperon the following events:

- **Attend Shabbat services at Beth Emeth whenever USY related events are scheduled and participate in any activities following services.**
- **Chaperon board meetings.**
- **Chaperon all other chapter events (approximately one additional event each month).**
- **If three or more Beth Emeth USY members participate in the following overnight events, the Advisor will be expected to staff them or to provide a responsible congregant, subject to approval by the Youth and Program Director, to serve as a substitute: Heschel/Hechalutzim Shabbaton (January) and Interchapter (February). The Advisor is encouraged, but not required, to apply for a staff position at Encampment (one week in August) and at the International Convention (one week during winter break in December).**

- 4. Provide leadership and inspiration to USYers in the following ways:**
- **Serve as *dugma*, role model, to USY members by personal example of Jewish commitment, synagogue participation, public observance of kashrut, Shabbat and the *chagim*, and ethical conduct. Serve as a resource on Jewish issues.**
 - **Be available to offer guidance to USY members who seek your counsel on personal and religious matters. Immediately request assistance from the Youth and Program Director in cases where you suspect any USY member is in danger or in a crisis.**
 - **Strongly encourage all board members to participate in Board Training Day.**
 - **Reach out to non-active members and encourage their participation in USY events.**
 - **Inform the board of various categories of Recognition Awards, and motivate them to work towards achieving one or more awards. Submit the report for the Recognition Awards to the Region by the due date.**

Appendix 4 – Sample Youth Group Membership Registration Form

Congregation Beth Emeth Youth Department Registration Form

For Office Use Only Paid _____ Check#

Register by (DATE), take \$10 OFF

Please complete a registration for each child.

Check one: Bonim , \$30 (Gr. 2-3) Machar, \$35 (Gr. 4-5) Kadima, \$40 (Gr. 6-8) USY, \$45 (GR. 9-12) Koach, N/C (College Students)

Member Name:

Today's Date:

Grade:

Graduation Year:

Date of Birth:

Parent/Guardian Name:

Address

	Email	Home Phone	Cell Phone	Work Phone
Parent(s)				
Member				

Please list all applicable	
Dietary Needs	
Allergies/Medical Conditions	
Medications/Treatments	

Questions: Call (youth director), 703-860-4515, x127 / Need more forms? Email dawn@bethemeth.org

Please complete both sides and mail with check to:

Youth Department, Congregation Beth Emeth, 12523 Lawyers Road, Herndon, VA 20171

USY/Kadima Member must read and sign below:

As a member of a Beth Emeth Youth Organization, I promise to comply with all United Synagogue guidelines when

Health Insurance Information

Insurance Company		Policy #	
Insurance ID #		Phone #	

Emergency Contact Information

Name		Relationship		Phone	
Name		Relationship		Phone	

attending any Chapter, Regional or other Beth Emeth sponsored event. I understand that there might be additional fees requested for special activities.

Signature _____
Date _____

USY/Kadima Member, please name an event or activity that you would like to see on the schedule:

Parental Permission/Release

I give my child, _____, permission to attend all USY/Kadima/Machar/Bonim activities, as well as other youth activities sponsored by CBE. I understand that there may be additional fees requested for youth activities. I agree to be available, if needed, to chaperone at least one event this year

I understand that CBE or United Synagogue Seaboard Region arranges all safety measures and chaperones. I agree to hold harmless and indemnify CBE, United Synagogue Seaboard Region and United Synagogue of Conservative Judaism from any claims and causes arising out of his/her participation in USY/Kadima/Machar/Bonim or other Beth Emeth sponsored youth activities. I agree that my child must comply with the Seaboard Region code of conduct or be subject to disciplinary action to be determined by the Youth Advisor and/or Youth Director.

In the event I cannot be reached in an emergency, I give permission to the physician/health care facility selected by the Youth Advisor/Youth Director to hospitalize, secure proper treatment for anesthesia or surgery for my child as named above. Of course, in the event of an emergency, every effort will be made to reach the parent/guardian or their proxy.

I UNDERSTAND THAT MY SIGNATURE INDICATES ACCEPTANCE OF ALL PARTS OF THIS FORM

Signature _____
Date _____

Parental Photography Permission/Release

I understand that my son/daughter may be photographed during Youth events and I give my permission for such photos to appear, with or without an identifying caption, in USCJ, Seaboard Region, USY, Congregation Beth Emeth and other Jewish publications or web sites.

Signature _____
Date _____

.....

KOACH REGISTRATION

Koach, the college outreach project of USCJ, provides students the opportunity to maintain connections to Beth Emeth, to Conservative Judaism and to each other. Student will receive gifts and welfare mailings periodically throughout the school year; and gather for events during school breaks. For more information, visit www.uscj.org/koach.

Student Name		College Phone	
Birth Date		College Email	
School		Home Address	
Grad Year		Home Phone	
College Address		Parents Email	

Appendix 5 – Youth Group Dress Policy

Beth Emeth Youth Department will follow the United Synagogue Dress Policy as stated below:

DRESS POLICY FOR UNITED SYNAGOGUE YOUTH

Tzniut (modesty) is a long-standing Jewish value. As a people who see ourselves as reflecting the image of God, our Jewish community believes we should act accordingly; thus, some things are not appropriate, for they do not reflect our Jewish values. How we dress is a basic example of these values.

This policy represents the minimum expectations for modest and appropriate dress at USY events. It is divided into two sections, one for all USY activities and the other for Shabbat.

Each region is encouraged to adopt their own Codes of Appropriate Dress which reflect regional and local expectations, but which are not below these minimum requirements.

BASIC USY STANDARDS OF DRESS

- ❖ Clothing on which any profanity or inappropriate language, pictures or symbols are written, printed or depicted is not permitted.**
- ❖ No visible underwear is permitted for either males or females.**
- ❖ During Tefillah, inappropriately short skirts or shorts or tight garments are not permitted; shoulders must be covered for both males and females.**
- ❖ Tank tops, 2-piece bathing suits (except where midriff is covered), bare midriff styles, halter-tops, leggings, or see-through blouses are not permitted.**

FOR SHABBAT

MALES: Long pants with a dress shirt and/or sweater.

FEMALES: A skirt or dress that is a reasonable length. (Dressy pants are acceptable).

Blouses, knit shirts or sweaters should have sleeves; if they don't, shoulders must be covered.

FOR BOTH MALES AND FEMALES

No shorts or jeans are to be worn and dress shoes are encouraged during Shabbat tefillot and meals.

The Regional Youth Director or his/her designee may determine that, during Shabbat, because of weather, location of event, or nature of the activity, certain variations may be permitted. For example, regions may decide that shorts are appropriate at campsites or during hot weather.

(Adopted unanimously by the National Youth Commission April 14, 2002)

Appendix 6 - Megan Berman Youth Scholarship Fund

**CONGREGATION BETH EMETH
MEGAN MIRIAM BERMAN YOUTH FUND
POLICIES AND PROCEDURES FOR ADMINISTERING FUND DISBURSEMENTS
MAY 1, 2002**

Scope

These policies and procedures shall govern administration of the CBE Youth Subsidy Program, which authorizes disbursements from the Megan Berman Youth Fund. Disbursements from the Fund are to be used solely to furnish financial incentives and assistance to CBE youth eligible to participate in Regional and International programs sponsored by the United Synagogue of Conservative Judaism (USCJ).

The CBE Youth Subsidy Program shall be administered under the auspices of the CBE Youth Committee.

Eligibility

Youth and college students who meet all of the following criteria shall be eligible for subsidy under the program:

1. Those who are members — or whose parents are members — in good standing of CBE.
2. Those who meet the eligibility criteria of the event they wish to attend (as specified in the application packet for the event).
3. Those who certify that they actively:
 - ♦ Attend synagogue religious services regularly (averaging two qualifying services per month), and
 - ♦ Participate in an ongoing program of Jewish study.

Service Requirement

Attendance at Shabbat services, Holiday services, or other services where Torah is read shall satisfy the service requirement.

Study Requirement

The Jewish study requirement may be satisfied through any one of the following:

1. Attending a Jewish Day School.
2. Attending CBE's Hebrew/Judaics School.
3. Enrolling in a course of Jewish study at a college or university.
4. Enrolling in an approved education program of Judaic content sponsored by the community or another synagogue.
5. Teaching, or serving as a Teacher's Assistant, in CBE's Hebrew/Judaics School.
6. Participating in Adult Education courses at CBE.
7. Engaging in a personalized program of Jewish study developed in consultation with the CBE Rabbi, Education Director, and/or Youth Director.

The Fund Disbursement Subcommittee (see below) may, at its sole discretion, exempt a college student from the requirements to attend services, engage in Jewish study, or both, should it determine that the student's circumstances make service attendance or study impractical.

Covered Events

Regional and International youth events and activities conducted under the auspices of USCJ and its affiliates are eligible for subsidy under the program. Examples of such events are:

1. Regional Kadima and USY Conventions.
2. Regional Kadima and USY Encampments.
3. USY International Convention.
4. Koach National Convention.
5. USY and Post-USY Summer Programs.
6. Camp Ramah.

Other events sponsored by USCJ or its affiliates shall be eligible for subsidy.

Types of Subsidies

Three types of subsidies shall be funded under the Youth Subsidy Program:

1. Presidents' Subsidies.

2. Standard Subsidies.
3. Special Arrangements Subsidies.

Descriptions of each subsidy type, including allowable funding levels, are described below.

Note that the “total cost” to attend an event shall be a composite of (1) the actual fee charged to attend the event, plus (2) reasonable transportation costs.

Presidents’ Subsidies

The Presidents of USY and Kadima are eligible for reimbursement for 100% of the costs of attending Regional events covered under the Program. The USY President, additionally, shall be eligible for reimbursement for 100 percent of the total cost, up to \$500, to attend the USY International Convention.

To earn these subsidies, the Presidents must satisfy the eligibility criteria, above.

Standard Subsidies

Standard subsidies for Regional USY and Kadima events covered under the program shall be distributed on a sliding-scale, depending on the current Youth Fund balance. All standard subsidy applicants for a given event shall be reimbursed at the same dollar amount.

If, at the time of an event, the balance of monies in the Youth Fund is:

- ♦ Under \$7,500, the dollar amount of the subsidy shall be 15% of the total cost of attending the event.
- ♦ \$7,500-\$15,000, the dollar amount of the subsidy shall be 20% of the total cost of attending the event.
- ♦ Over \$15,000, the dollar amount of the subsidy shall be 25% of the total cost of attending the event.

Attendees at the USY International and Koach National Conventions shall be eligible for a flat-rate subsidy of \$150.

Participants in USY and Post-USY Summer Programs and Camp Ramah shall be eligible for a flat-rate subsidy of \$250.

Eligible events not specifically enumerated above shall be funded at the “percentage cap” in effect at the time the event occurred, up to a maximum of \$50.

Special Arrangements Subsidies

Applications for Special Arrangements Subsidies shall be processed by the CBE Executive Director in consultation with the Youth Committee Chair and the CBE Special Arrangements Committee. Applications shall be considered case-by-case and subsidies are to be awarded on the basis of financial need, involvement of the teenager in the CBE Youth Program, the Fund balance, etc. When it is determined that the financial need is acute, attendance at a covered event may be subsidized in excess of the maximum allowance for standard subsidies, but shall not, in any instance, exceed 75 percent of the total cost of the event, or \$500, whichever is less.

Program Administration

Subsidy applications shall be made broadly accessible to Youth Program members. The availability of subsidies shall be publicized and actively promoted and donations to the Youth Fund shall be encouraged.

The deadline for submission of subsidy applications shall be 30 days following the end date of a covered event. Subsidy applications are to be processed, and the funds disbursed, no later than 60 days after the end date of a covered event.

On an annual basis, the Youth Committee Chair shall appoint a three-person Fund Disbursement Subcommittee to review subsidy applications. To the extent possible, the Congregants appointed to the Subcommittee shall not be parents of youth eligible for subsidy under the program.

Upon receipt of subsidy applications, the CBE Executive Director shall promptly review and certify whether the applicants (or applicants' parents) are members in good standing of CBE. Applications that cannot be certified shall be returned unprocessed to the applicants. Certified applications for Presidents' or Standard subsidies shall be forwarded to the Fund Disbursement Subcommittee for processing. Certified applications for Special Arrangement subsidies shall be reviewed and processed by the Executive Director in accordance with the guidelines in "Special Arrangements Subsidies," above.

The Fund Disbursement Subcommittee shall review all certified applications for Presidents' and Standard subsidies and, provided that Service and Study requirements are met, shall make subsidy awards in accordance with these rules and procedures.

At the conclusion of its deliberations, which shall be conducted privately and in complete confidence, the Subcommittee shall deliver to the Committee Chair a list of Subsidy Awards by awardee name, dollar amount, and covered event. The Chair shall then direct the Executive Director to disburse the funds. Processed subsidy applications and associated documentation shall be retained for a minimum of three years.

The Executive Director shall apprise the Committee Chair of the Fund balance and Fund activity at least quarterly. Additionally, the current Fund balance shall be available each time the Subcommittee convenes.

Special Circumstances

In the event that the Fund balance drops below \$5,000, the Youth Committee shall immediately reduce the maximum allowable funding levels, and establish interim guidelines to govern the subsidy program, until such time as the Fund balance again exceeds \$5,000. The interim guidelines shall include limits on the maximum dollar subsidy that a recipient may receive over the course of a 12-month period.

Adoption and Amendment

Upon affirmative vote by a majority of the full Committee, these policies and procedures shall take effect and be applied to all future youth events. From time-to-time, the subsidy levels and governing procedures shall be reviewed by the full Committee, and may be amended upon the consent of a majority of the Committee.

Appendix 7 – Medication Policy

Beth Emeth Youth Department Medication Policy

Parents/guardians will be required to complete the Medical Form prior to their child’s participation in any off site event or other activity deeming medical release. The parent/guardian must give full details of any allergies, known medical conditions, and details of their child’s current medications.

Parents should realize that the primary responsibility of our advisors is to supervise the programming and events for the youth. Therefore, adjustments to a child’s medication routines should be considered whenever safe and possible to avoid having to give medications during a youth event.

When administration of any medication is absolutely necessary, the following criteria must be met:

- all prescription medications must be in the original pharmacy labeled container with the child’s name, drug name, dosage and frequency. “Use as directed” instructions on the prescription bottle will not be accepted.**
- Over the counter medications must be in their original commercially labeled bottle, placed in a zip lock bag and labeled with the child’s name, dosage amount, and time to be given. All labels should be legible and expiration dates must be visible. Under no circumstances will the youth staff administer medications which have expired.**
- In addition, a request for dispensing prescription medication form (Appendix 8) must be filled out completely, legibly, and signed by the parent/guardian and accompany the medication. If the advisor can not read or understand the instructions, the child will not be allowed to attend the event.**

- **The USYers may carry their own supply of prescription or over-the-counter medication as long as the following criteria are met:**
 - **Medication is labeled**
 - **For prescription medication, the medication form is submitted**
 - **Medication is not a controlled substance**
- **Any child requiring medication with controlled substances will need to have the adult chaperone or advisor carry the medication during the event.**
- **For all younger children (non USY age) All medications (prescription and over the counter) must be given to the advisor or adult chaperone to carry during the event.**
- **Exceptions to this medication policy will allow for any child to carry emergency medications such as asthma inhalers, or Epi-pens with appropriate forms and notification to the advisor.**

(Adopted: January 2005)

Appendix 8 – Medication Dispensing Form

Name: _____

Phone: _____

Medication: _____

Time to be given: _____

Dosage: _____

My Child has taken at least one dose of this medication without any adverse reactions or side effects **Yes** **No**

Does this medication need to be given with food? **Yes** **No**

Other medication child is currently taking: _____

Special instructions:

(For USY only) I confirm child has received appropriate information on how and when to use this medication and that he/she can use it properly. I give my permission for my child to carry this medication with him/herself.

(For all other children), I hereby request that the advisor/adult chaperone/or youth director supervise my child while he/she takes the above medication during his/her attendance at the Beth Emeth Youth Department Event.

I agree that I have read the Beth Emeth Youth Department Medication Policy and that the medication(s) for my child are correctly labelled in an appropriate container. I understand that if the youth department staff cannot understand the instructions and can not reach me in a timely fashion to clarify the instructions, that this medication will not be administered. I further understand that any child bringing unlabelled and unauthorized medication to a Beth Emeth Youth Event, will be sent home.

Parent/Guardian Signature

Date

Appendix 9 – Advisor Financial Policy

To pay any expense, the first option should be the use of Youth Group check. The second option should be the Youth Department credit card.

For expenses larger than Youth Group limit, check requests should be submitted two weeks in advance of the need

When cash or checks are collected in advance of an event, they should be passed along to the Youth Dept. as is.

Advisors: no personal checks for any Youth Group expenses, as a reimbursement or to submit funds to the Youth Dept.

Advisors: no personal credit card to pay any Youth Group expenses.

An event should not be paid for out of funds collected. Payment should always be made by Youth Group check or Youth Department credit card.

Reimbursement should be limited to no more than \$50.00 and must be accompanied by receipts.

When a vendor's requirements don't conform to policy, the Executive Director should approve any deviation in advance.

