

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

I. Scope

These policies and procedures shall govern administration of the CBE Youth Subsidy Program, which authorizes disbursements from the Megan Miriam Berman Youth Fund, hereinafter referred to as the 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 Activities Committee.

II. Eligibility

A. 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.

B. Service Requirement

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

C. 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 Religious/Chai 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 Religious 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 and Program 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.

III. 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.

IV. Types of Subsidies

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

- Presidents' Subsidies.
- Standard Subsidies.
- 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.

A. 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.

B. 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 balance of the Fund. 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 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.

C. Special Arrangements Subsidies

Applications for Special Arrangements Subsidies shall be processed by the CBE Executive Director in consultation with the Youth Activities 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.

V. 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 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 Activities 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 Youth Activities 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 Youth Activities 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.

VI. Special Circumstances

In the event that the Fund balance drops below \$5,000, the Youth Activities 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.

VII. Adoption and Amendment

Upon affirmative vote by a majority of the full Youth Activities 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.