

**The United Synagogue of
Conservative Judaism**

**The
2009**

**Solomon Schechter Awards
for Synagogue Excellence**

**GUIDELINES and CRITERIA
for
Adult Education**

*to be presented at the
Biennial Convention
December 6-10, 2009*

Jerry I. Klibanoff
Committee Chair

Aaron L. Kischel
Staff Consultant

Carole Korowitz
Biennial Convention Chair

Rance Block
Biennial Convention Vice-Chair

Rabbi Paul Drazen
Biennial Convention Director

Raymond B. Goldstein, PhD
International President

Rabbi Jerome M. Epstein
Executive Vice President

Solomon Schechter Award Guidelines

Please review and follow these guidelines when applying for a Solomon Schechter award. Entries must be in our hands by the deadline of 5:00 pm Eastern time, Monday, April 17, 2009.

1. United Synagogue's Solomon Schechter Awards program recognizes congregations, not subgroups or affiliates. Therefore, please be sure that all entries are submitted by the congregation. We do not accept submissions from separate departments, programs, or people from the congregation.
2. Multiple entries are allowed but only one entry per award category. Please choose the category for each entry based on the printed guidelines and criteria, and indicate that category on the application.
3. You may put more than one entry in a box, but each entry must have its own application. You may copy the application form [or download the application from www.uscj.org] if you need more application forms.
4. Entries are accepted and judged based on your responses to the guidelines and criteria in each of the award category. We provide guidelines and criteria to simplify the application process and to help the judges to evaluate entries. *You need not respond to every item in the guidelines.* You may describe your entry in narrative form; be sure to include samples of all supporting materials. We encourage materials be submitted in *green formats*. Provide as much in electronic [CD or DVD] media as possible. The web site awards must be submitted in electronic form.
5. **Only congregations in good financial standing as of JUNE 30, 2009 are eligible to receive an award.**
6. Each entry must meet the basic criteria stipulated for its award category. To win an award, an entry must demonstrate extraordinary characteristics or unusual and outstanding aspects that go beyond the expected norms. Entries within award and congregational size categories are compared to each other.
7. We plan to award one gold and one silver award for each congregational size division for each category.
8. **Please note: Materials submitted will not be returned.** All submissions become the property of the United Synagogue of Conservative Judaism for its use. United Synagogue reserves the right to use materials from the submissions, in whole or in part, with appropriate credit, in materials to be produced or distributed by United Synagogue
9. Award-winning entries will be on display at United Synagogue's biennial convention in December 2009. We strongly encourage representatives from the award-winning congregations to attend the convention to accept the awards and to share information about the programs.
10. Applications **must** include an executive summary (**with a maximum of 2-3 brief paragraphs**) on the summary form sheet on the reverse side of the application.
11. The application must be signed as indicated on the application form.
12. Applications and supporting materials must be shipped by delivery services that allow for package tracking (such as Federal Express, USPS Priority Mail or UPS). Materials **MUST** be in our possession by the deadline of **April 17, 2009**. Entries, which include application, supporting material and summary, must be sent to:
Solomon Schechter Awards - The United Synagogue of Conservative Judaism
Rapaport House – 10th Floor
820 Second Avenue, New York, NY 10017

For additional or clarifying information, please talk to our staff consultant, **Aaron L. Kischel**,
at the New England office of United Synagogue of Conservative Judaism
Phone: 617-964-8210 e-mail: kischel@uscj.org

II. EDUCATION

ADULT EDUCATION

The description of the program which the congregation submits should include information about the items listed below and any other information that you consider to be pertinent.

*Please be sure to include goals and objectives (long and short range) and **any** distinctive features for the program.*

Please be sure to indicate if the program was held in connection with other Conservative Synagogues or with other synagogues or community agencies.

Awards are given for an overall Adult Education program which includes each of the three specific areas listed below.

I. FORMAL PROGRAMS

Formal programs meet for a determined frequency over a given period of time.

1. Indicate long and short term goals of the program.
2. Describe courses actually offered. Include title, brief description of content, name of instructor, name of text used (if any), number, length and frequency of sessions.
3. Note special techniques employed (e.g., audio-visual, multi-media); append sample outlines.

II. INFORMAL PROGRAMS AND NEW INITIATIVES

1. Describe any distinct programs -- home study groups, lecture series (note topics, lectures, number of meetings), adult kallot, Torah luncheon programs, and/or Shabbatonim.
2. Have either of the Perek Yomi or Mishnah Yomit initiatives of USCJ been incorporated into either formal or informal programs?

III. PROGRAMS TO INFLUENCE JEWISH OBSERVANCE OF INDIVIDUALS

1. Describe the program/programs and how they were designed to reach individuals.
2. Indicate either by statistics or narrative what was achieved.
3. Indicate what was learned as you developed and ran the program.

All applications should provide the following information:

PARTICIPATION

How many congregants participate in formal classes?

How many congregants participated in informal programs or in programs?

How many congregants participated in programs aimed at influencing the observance of the individual?

ADMINISTRATION AND PROMOTION

What is the total cost of the program(s)? Please indicate amounts by categories:

- instructional materials
- salaries
- printing
- equipment
- publicity
- How much of the budget is covered by registration and/or tuition charges?
- How much is congregational subvention?
- Describe the role and structure of the committee in charge of the program. Include record keeping function.
- How is the program promoted? Are participants outside of the synagogue membership encouraged to participate? Are various media used to draw attention to adult education programs?