



USY / KADIMA Advisor's Handbook

TZAFON USY AND KADIMA
Batia Epelbaum, Director of Youth Activities
113 New Krumkill Road
Albany, NY 12208
PHONE: (518) 438-2052
FAX: (518) 438-2053
www.tzafon.org
epelbaum@uscj.org

Table of Contents

1) Introduction.....	3
2) International Structure, Programs, and Resources.....	4
3) Regional Programs and Activities for Tzafon Region USY.....	7
i) Tzafon 2007-2008 Calendar.....	8
ii) Scholarship Resources.....	8
iii) Membership Benefits and Services.....	9
iv) Policies.....	10
(1) Tzafon USY/Kadima Regional Activities Code.....	10
(2) International Dress Code.....	11
4) For Chapter USY.....	12
i) Setting up your Calendar.....	12
ii) Social Action and Tikun Olam.....	12
iii) Dues.....	13
iv) Chapter Advisors at Conventions.....	14
v) Staff Behavior Guidelines.....	14
vi) Disciplining a USY member or Kadimanik.....	15

Introduction

United Synagogue Youth (abbreviated as USY) is the youth arm of the United Synagogue of Conservative Judaism. In 1950, Conservative Rabbis in Minneapolis, Minnesota, realized that they needed to institutionalize activities that would instill strong Jewish values in their synagogue's children and youth. They established the youth group that became the precursor to USY. Today USY is an international organization that includes a middle school branch for grades 6-8 named Kadima.

The general aim of USY is to provide the appropriate educational and social environment for the Jewish teenager to develop within Conservative Judaism. USY seeks to provide experience that hones in on the Jewish ways of living through study, action and fellowship. The activities aim to encourage personal fulfillment and growth through significant contributions to their synagogue, community, and the Jewish people.

USY provides a religious, educational and social environment to Jewish pre-teens with the purpose of strengthening their Jewish identities. USY seeks to provide a nurturing environment and to establish a meaningful relationship with Judaism. It enables age-specific synagogue activities that will strengthen ties and the sense of belonging to the Jewish community.

USY activities encourage pre-teens to pursue their Jewish identity through the establishment of responsibilities to the Jewish community, and through the performance of *mitzvot* that strengthen involvement in the social needs of the community. USY also provides the setting for social, athletic, and recreational activities within a Jewish milieu. While recognizing that home and family are the primary institutions of Jewish life, USY seeks to develop relationships and commitments to the synagogue, which is recognized as the major public institution of the Jewish community.

International Structure, Programs, and Resources

USY is divided into 17 regions in the United States and Canada that are subdivided into more than 400 chapters. It also has a sister organization in Israel called: *Noam Masorti*. Jules Gutin directs the International United Synagogue Youth office, also known as the "Central Office", which is located at 155 Fifth Avenue in New York City. There is an International USY board of officers that are elected each year, in December, at the annual International Convention of USY. The Board works with the regional officers who, in turn, work with the local chapter officers.

All USY International programs originate in the Central Office. Jules Gutin and his staff routinely send out information and brochures to each chapter with details on the programs that they sponsor. These include USY summer programs (e.g., *USY on Wheels*, *Israel Pilgrimage*), *USY International Convention*, *Nativ*, and *USY High*.

The "Central Office" maintains membership records which it uses for sending *Achshav*, the USY magazine, to all members and advisors. The Central Office also coordinates *Tikun Olam*, USY's Tzedakah program, which raises over \$250,000 annually.

The Central Office maintains a *USY Program Bank* that contains information on programs that have been used in USY chapters throughout the organization's history. The latest version of the program bank has recently been made available online at the following address: www.usy.org/yourusy/pbank. Publications available for purchase from the New York office include *B'Kol Echad* (the USY bencher/songbook), and educational source books from previous International Conventions (these are great sources for conventions and chapter study). Titles available include:

- ❖ *Midrash: The Search for a Contemporary Past*
- ❖ *Missionary at the Door: Our Uniqueness*
- ❖ *The Symbols of Judaism: The Challenges to Learn and Create*
- ❖ *The Jewish Family Relationship: A Time to Be Born, A Time to Die*
- ❖ *Conservative Judaism: Our Ancestors to Our Descendants*
- ❖ *Community and Responsibility in the Jewish Tradition in God's Image: Making Jewish Decisions Higher and Higher: Making Jewish Prayer Part of Us*
- ❖ *Slow Down and Live A guide to Shabbat Observance and Enjoyment*
- ❖ *MaAlin Bakodesh: The Jewish Dietary Laws*
- ❖ *Who Makes People Different: Jewish Perspectives on the Disabled*
- ❖ *When Life is in The Balance: Life and Death Decisions in the Light of Jewish Tradition*
- ❖ *Jewish Leadership and Heroism*
- ❖ *Am Yisrael Ve-Eretz Yisrael: The People and its Land*
- ❖ *Mitzvah Means Commandment*
- ❖ *We are a Family*
- ❖ *Am Kadosh, Celebrating our Uniqueness*
- ❖ *Who Renews Creation*
- ❖ *Derech Eretz Visions of Holiness in the Everyday*
- ❖ *Celebrating Israel in Our Lives*
- ❖ *The Call of Freedom*

USY's summer programs include:

- ❖ *USY on Wheels:*
Traveling by bus, these young people will discover the scope of America, from Washington, D.C. to the Grand Canyon, while learning to live a Jewish life as they go. USY on Wheels is open to USY members entering 10, 11 or 12 grade.
- ❖ *Mission: Mitzvah:*
This trip will offer the opportunity to interact with various communities across North America

through intensive social action and mitzvah projects.

- ❖ *Classic Israel Pilgrimage:*
The fundamental Israel Experience. Six weeks of exposure to the history and contemporary realities of Judaism and Israel, while experiencing first hand the sights and sounds of the Jewish homeland.
- ❖ *Eastern Europe/Israel Pilgrimage:*
Two weeks exploring the history and culture of Poland, the Czech Republic, and Hungary, followed by four exciting weeks in Israel.
- ❖ *Israel Pilgrimage/Poland Seminar:*
One week in Poland, visiting cities and concentration camps, followed by five weeks in Israel.
- ❖ *Spain/Israel Pilgrimage:*
From the Golden Era to 1492, allows participants to explore the heritage of Jewish Spain.
- ❖ *Etgar! The Ultimate Israel Challenge:*
A five week program for those who have already participated in Israel Pilgrimage that goes beyond the souvenir stands to the Israeli side of Israel.
- ❖ *Outdoor Adventure:*
A four-week camping trip in which you learn how to live a Jewish lifestyle in the great outdoors. Enjoy hiking and sea-kayaking.
- ❖ *Summer in the City:*
Spend four weeks in New York City in a challenging academic environment while taking courses at the Jewish Theological Seminary.
- ❖ *Outdoor Adventure Costa Rica:*
A 3-week adventure and Spanish immersion program while hiking, sight-seeing, and exploring the rain forests of Central America.

USY's school year programs include:

- ❖ *USY International Convention:*
Over 1,000 USY members from all across North America gather together for five non-stop days of programs and fun. Locations around the country change from year to year.
- ❖ *USY High:*
Spend two months of your junior or senior year of high school studying in Israel.
- ❖ *NATIV:*
This program is open to any Jewish student for their first year out of high school. On *Nativ* the first year of college is spent at Hebrew University and living on a *kibbutz*. Many colleges give full course credit to this program.

USY members may participate in several clubs or societies including:

- ❖ *The Abraham Joshua Heschel Honor Society:* To encourage USY members to learn more about Judaism and the observance of Mitzvot, USY established the Abraham Joshua Heschel Honor Society in 1979. The society is named after Abraham Joshua Heschel (1907-1972), a faculty member of the Jewish Theological Seminary, and one of the most influential Jewish figures of modern times. Through the development of his original philosophy of Judaism and the application of that philosophy to the problems of modern times, Rabbi Heschel became a man to honor and emulate.

- ❖ HeChalutzim: In USY, HeChalutzim is the Israel Advocacy specialty club, created so that we too can create the best possible Israel, through Israel programming, advocacy workshops, and fun activities. *HeChalutzim* is the best opportunity for anyone who loves our land, and wants to support her, through knowledge and action.
- ❖ 613 Mitzvah Corp. Each USY member who joins the 613 Club is performing a mitzvah. Members will receive mailings regarding social action projects, G'milut Hasidim and Tikun Olam which helps the member remain informed about the disabled, the homeless, and keeps them up-to-date on Tikun Olam projects taking place in other USY chapters and regions.
- ❖ Jewish Youth Directors Association (JYDA): JYDA was founded in 1971 and is dedicated to the development of professionals in the field of Conservative Jewish youth work, and to raising the consciousness of the general Jewish community to the importance of this profession. JYDA develops educational programs and materials which emphasize the importance of Judaic knowledge and trains Youth Directors and Advisors in group work skills. The Annual Convention provides a forum for educational and experiential exchange and opportunities for sharing valuable program ideas. Other benefits of membership include: Regional and National professional development opportunities, a newsletter and informational mailings, network of peers and colleagues, the USY-ADVISOR Listserve, job placement and guidance, and advocacy for Youth Directors before the Department of Youth Activities, its Commission and United Synagogue of Conservative Judaism.

Regional Programs and Activities for Tzafon Region USY

Tzafon Region USY encompasses all of New York State (except the Metropolitan New York area), and includes western parts of Vermont and Massachusetts. Any congregation affiliated with the United Synagogue of Conservative Judaism can have a USY chapter. The main office for this region is in Albany, New York. The Region sponsors USY programs throughout the year. *Kinnusim* (conventions) are collaborations between the region and the chapters. Batia Epelbaum is the Director of Youth Activities, for Tzafon Region USY. She coordinates and oversees all USY functions in the Region.

USY members elect a six person regional USY Executive Board at their annual Regional Convention, Kinnus Gadol in the spring of each year. The six officers are President, Religious/ Educations Vice President, Israel Affairs Vice President, Social Action/Tikun Olam Vice President, Membership/ Programming Vice President, and Communications Vice President. They assist the Regional Youth Director in planning and executing all regional programs, in conjunction with the Regional General Board. The regional General Board is made up of various committees, appointed by the officers of the Executive Board in the late spring.

The Regional Youth Commission is an adult Committee charged with the responsibility of setting policy for all aspects of the regional youth program. It is comprised of the Youth Chairs from each chapter in the region and is chaired by a regional Youth Commission Chairperson, Lori Karbel. Although they are not voting members, chapter advisors are invited to participate and take part in deliberations and discussions at all Regional Youth Commission meetings.

Tzafon Region USY sponsors various regional conventions throughout the year. Chapter advisors are encouraged to attend as many of these conventions as possible, to teach study groups and lead other activities. Continuous participation in these conventions strengthens the bond between chapter advisors and their USY members. The Regional Youth Director sends an annual calendar of events to each chapter advisor and regional staff member. These events and activities include:

- ❖ **Encampment:** This year we will be starting a new program by joining our forces with that of EPA (Eastern Pennsylvania), Hagesher (Philadelphia Area), Hanefesh (Connecticut Valley) regions for Encampment at Camp Ramah in the Poconos. This week of making new friends, learning, and fun is the kick off to the USY year and is a great opportunity for anyone grades 6-12 in Tzafon Region.
- ❖ **USY New Members Institute (NMI)/Leadership Training Institute (LTI):** This combined convention is designed specifically for New Members of USY, and should not be missed. In conjunction, our annual Leadership Training Institute offers chapter officers and regional board members an opportunity to gain skills that they can use as leaders in the Conservative Movement.
- ❖ **USY Fall Kallah:** Usually held in late October or early November. All paid members of USY are eligible to attend. It is the chapter's responsibility to ensure that dues are paid to the International office before this convention.
- ❖ **Sprinter Kallah (Spring/Winter):** Held at some point in late winter or early spring, this second regional convention of the year is open to all paid members of chapters in Tzafon USY.
- ❖ **Kinnus Gadol:** Highlights include elections of regional officers, regional awards, and the discharging and installation of the regional board.
- ❖ **Kadima Days:** Held in late fall in central, by separate locations; one in the Western and one in the Eastern half of the state, these two days are full of activities for all Kadima members.
- ❖ **8th Grade Shabbaton:** A new program for Kadimaniks in 8th Grade from Tzafon Region and invitees from other neighboring regions. In 2006 it was hosted by Eastern Canada Region USY in Montreal.

Tzafon 2007-2008 Calendar

Activity	Dates	Sponsor	Location
USY Encampment	August 21-26, 2007	Camp Ramah	Lakewood, PA
USY NMI/LTI*	October 12-14, 2007	Ahavath Israel	Kingston, NY
USY Fall Kallah	November 16-18, 2007	Temple Beth El	Rochester, NY
USY International Pre-Convention	December 20-23, 2007	Shomrei Torah	West Hills, CA
USY International Convention	December 23-28, 2007	Anaheim Marriott	Anaheim, CA
USY SATO Weekend**	January 20-21, 2008	Temple Beth El	Poughkeepsie, NY
USY Sprinter Kallah	February 8-10, 2008	Congregation Ohav Shalom	Albany, NY
USY Kinnus Gadol	TBA	Tzafon Region	TBA

*NMI/LTI = USY New Member's Institute combined with Leadership Training Institute

**SATO Weekend= USY Social Action and Tikun Olam Weekend

Scholarship Resources

The International and Regional USY offices administer or facilitate various scholarship and funding sources that can help members to participate in various programs. The scholarship and funding sources include:

- ❖ *Tikun Olam Scholarships*
These are scholarships available to USY members participating in a USY summer program. These are need based scholarship and applications are available in the regional office.
- ❖ *Eleanor Bloom Scholarship Fund*
This is a scholarship fund designed specifically for Encampment and is need based. Applications are available in the regional office.
- ❖ *The Tzafon Region Scholarship Fund*
Tzafon region has very limited scholarship funds available to USY members attending regional conventions. These scholarships are need based and are **only available once all other scholarship options have been exhausted**; please contact Batia Epelbaum for more information.
- ❖ *Sources for subsidies in the Synagogue*
There are many outlets that your USY members can access subsidies to Tzafon and International programs. These outlets include sisterhoods, brotherhoods, synagogue Presidents, synagogue Youth Chairs/youth committees, the Rabbi's discretionary fund, etc.

Membership Benefits and Services

Available to USY members and chapters in Tzafon USY from Regional and International USY:

- ❖ A variety of programs on the regional level. These include dances, social action events, religious programs, and community service programs.
- ❖ Six regional conventions. These events include religious, educational and social programming with the central purpose of the weekend being to foster a Shabbat atmosphere. An educational theme for each weekend is the basis for programming and activities for these events.
- ❖ Continued communication between the regional Director of Youth Activities, Regional Staff, and USY Advisors, Youth Directors and Youth Committee Chairpersons. Chapter visits are encouraged and available upon request.
- ❖ Opportunities for advisor training, development and programming ideas are available. Advisors and Youth Directors are also encouraged to join the Jewish Youth Director Association.
- ❖ Achshav Magazine, a quarterly magazine published by International USY sent directly to each member.
- ❖ Membership opportunities for your USY members in the 613 Mitzvah Club, *HeChalutzim*, and the Abraham Joshua Heschel Honor Society, which sponsors regional as well as international programs and activities, such as Specialty Kinnus.
- ❖ USY Summer and Year programs. Regional staff is available to visit your congregation to discuss these programs with prospective participants and their parents.
- ❖ Several Handbooks are available from the regional office in paper and PDF formats.

Policies

The following is the behavioral policy that USY members and Kadimaniks must sign and comply with in order to attend a regional event. Many synagogues in our Region have adopted this policy for their own events.

Tzafon USY/ Kadima Regional Activities Code

As a USY member, I promise that I will uphold the standards of USY. I will respect others and myself. I understand that if I fail to abide by the standards set forth here disciplinary action may be instituted. Accordingly, I acknowledge that I have reviewed and that I agree to the following rules of conduct. **Please review and initial each statement.**

1. _____ Under no circumstances will I engage in any illegal conduct, including, but not limited to, acts of battery and assault, shoplifting or the destruction or damaging of the property of an individual or an entity.
2. _____ Under no circumstances will I possess or use tobacco of any kind, illegal non-prescription drugs, or alcohol at any function.
3. _____ I will maintain proper behavior with regard to interpersonal relations, including language and personal attire.
4. _____ I will refrain from engaging in any inappropriate sexual behavior, including but not limited to actions, which may be perceived by reasonable persons to be sexually harassing in nature.
5. _____ I will observe Kashrut and Shabbat in accordance with the practices as defined by the Law and Standards Committee of the Rabbinical Assembly.
6. _____ If I am male, I will wear my kippah at all functions. If I am Bar Mitzvah, I will wear tallit and t'fillin when appropriate. If I am female I understand I may do so if it is my custom.
7. _____ I will attend the event in its entirety unless excused in advance by the Regional Youth Director. I understand that Shabbat (Friday night and Saturday) must be attended in its entirety.
8. _____ I will not enter a room or area designated or assigned for exclusive use by members of the opposite sex.
9. _____ I will assume all responsibility for any damage to property that may be caused by my actions, intentional or not, including costs of repair or replacement of said property.
10. _____ I will use only approved USY transportation to, from, and during any USY event. I understand that no USY member may ride in a car driven by a (USY or non-USY) high school student to, from, and during any Regional event.
11. _____ I will reside only in my assigned housing and I will abide by the curfew.
12. _____ I understand that only USY members registered for the event will be permitted to participate.
13. _____ I will listen to and cooperate respectfully with staff and my host family at all times.
14. _____ I will take part only in activities that are authorized by the Regional Youth Director and supervised by event staff or the Regional Youth Director's appointee.

OFFENSES WHICH WILL RESULT IN MY BEING SENT HOME /REMOVED FROM REGIONAL OFFICE AND /OR BARRED FROM ATTENDING FUTURE REGIONAL/NATIONAL EVENTS

15. _____ I understand that my violating any of the commitments set forth below will result in disciplinary action which WILL include my being sent home at my parents' expense (after Shabbat has ended); my suspension from one or more regional activities including, but not limited to any Tzafon Kadima/USY event, for which I am eligible, leading up to and including the next Tzafon Regional event and/or my immediate removal from any regional executive or extended board position in which I serve. These infractions include:
 - a. engaging in **any** illegal conduct, including, but not limited to, acts of battery and assault, shoplifting, destroying or damaging the property of an individual or an entity.
 - b. possessing or using, illegal non-prescription drugs, or alcohol at any function.
 - c. engaging in any inappropriate sexual behavior, including but not limited to actions which may be perceived by reasonable persons to be sexually harassing in nature.
16. _____ If a USY member is apprehended for an infraction of the International Youth Commission's policy regarding drug and alcohol abuse or any other criminal offense (including, but not limited to shoplifting) punishment for that offense will include suspension from International USY events (including, but not limited to the International USY Convention and USY Summer Programs) for one year following the infraction. The USY member's region reserves the right to impose additional sanctions in connection with this or any other improper behavior, as it sees fit.
17. _____ I understand that the Region reserves the right to search the room and belongings of any attendee if it has reasonable grounds to believe that such a search is necessary to secure the health, safety and/or welfare of the program and/or its participants. The regional Youth Director, in consultation with the Regional Youth Commissioner, reserves the right to enforce other rules relating to the integrity of the Regional Youth Program and/or the health, safety or welfare of its participants.

DUE PROCESS

18. _____ I understand that upon learning that I may have committed any of the infractions as set forth above, the Regional Youth Director, or his/her designee will discuss such violations with me. I further understand, that for acts of misconduct as set forth in paragraph 15 above, my parents will immediately be informed by telephone, if possible, (unless it is Shabbat, in which case, my parents will be notified immediately thereafter).
19. _____ I further understand that the Regional Youth Director, prior to determining the appropriate disciplinary action to take, will, if feasible, confer with the Regional Youth Commission Chairman as well as an individual from the professional staff of the United Synagogue of Conservative Judaism and/or a lay leader from the Board of Directors of the Empire Region. I also understand that the Regional Youth Director will, in a timely fashion, inform my Chapter Advisor/Youth Director, and provide a letter explaining the code infraction and disciplinary action taken to me, my Rabbi, Advisor/Youth Director, Youth Commission Chairman, and parents.

I have read, and agree to the above CODE OF CONDUCT.

International Dress Code

Appropriate Dress Code for United Synagogue Youth Convention

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 Code of Appropriate Dress which will 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 both males and females.

Spaghetti straps, tube tops, crop tops, bare-backed halter tops or exposed midriffs are not permitted.

Tank tops are not permitted for both males and females.

It is required that girls wear one-piece bathing suits.

During Tefillah, inappropriately short skirts, or tight garments, are not permitted; shoulders must be covered for both males and females.

FOR SHABBAT

MALES

Long pants with a dress shirt and/or sweater. A dress shirt is defined as a collared button front shirt, preferably with a tie.

FEMALES

A skirt or dress at a minimum of knee length, (dressy pants are acceptable). Blouses, knit shirts, or sweaters should have sleeves; if they don't, shoulders must be covered.

BOTH MALES AND FEMALES

No **shorts or jeans** are to be worn and dress shoes are encouraged during Shabbat Tefillot, study sessions, and meals.

NOTE: The Regional 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.

For Chapter Advisors

As a chapter advisor, make sure you understand what is expected of you, and by whom it is expected. It is important that you know who supervises your work. Your supervisor could be a Youth Director or an Education Director; it might be the Youth Committee Chairperson or the Rabbi. Your responsibility is to care for the safety and welfare of the USY members/Kadimaniks you advise and to be an advocate for your members.

Setting Up Your Calendar

A USY calendar of programs needs to include many and diverse activities; an ideal well-balanced calendar will consist of social, athletic, religious/educational, cultural, Israel awareness and social action/tikun olam program content.

A good way to begin is to construct a general programming calendar for the year. This will help you establish deadlines for yourself. It is important that you send out a monthly calendar of events to your members and the regional office. As you plan your programming calendar you should consult the Jewish calendar and that of your congregation to avoid conflicts with Jewish holidays and other congregation events. Be sure to refer to the regional calendar of scheduled events and the vacation dates for all of your local school districts. Make sure you are aware of major synagogue functions, the bar/bat mitzvah schedule, and the calendar of events and vacation for the Hebrew School. These last two are especially pertinent if you are working with a Kadima group. It is helpful to meet with your chapter board on a monthly basis and schedule programs for two months at a time to have the proper organization time. Also, please refer to the attached Program Planning Form for a sample of a form that could be used by your USY board in the program planning process.

Your calendar should include a variety of programs. Check out the USY program bank at www.usy.org/yourusy/pbank for program ideas. Other excellent resources can be found at www.madrichim.org/default and www.myjewishlearning.com that offer free memberships. Additionally the Advisor Listserv provides a dialogue between colleagues throughout the country on all types of issues that you may be confronted with. For directions to register please visit <http://www.usy.org/advisors/listserve.asp>.

Religious and Educational Programming: Religious and educational programming is important on the chapter level. You will need to decide on the objective of the religious or educational program and after that you will decide what type of a program will meet your objective. This could be anything from a guest speaker to a movie or a discussion on a certain topic. The Regional staff is always ready and willing to help if needed. Some other good religious programs are a Shabbat dinner with a speaker or separate services run by USY members.

Since USY is a Conservative synagogue based program, **Kashrut must be kept and Shabbat must be observed at all times.** An USY event that is planned for Saturday evening cannot begin until at least minutes after Shabbat ends. If there are any questions concerning religious policy, please contact your local Rabbi.

Social Action/ Tikun Olam

Social Action programs are easy to plan because there are various institutions that will welcome assistance such as local homeless shelters, nursing homes, and hospitals. Collecting clothing, toiletries, canned food, is one of many social action programs that a chapter can be involved in on an ongoing basis.

Through the 17 regions, our organization raises over \$250,000 annually for the Tikun Olam Program. A percentage of this money is shared by charities in Israel and America. Your chapter can allocate 40% of the money they raise to the charities of your choice (including scholarship funds for your own participants). The other 60% is equally divided between scholarships for members of Tzafon Region for summer and yearlong programs and Conservative movement's socio-religious programs in Israel.

Each chapter should raise Tikun Olam money, as **Tikun Olam is the sole vehicle through which USY members are permitted to raise funds for charities.** That means that USY participants cannot raise money for outside organizations, walk-a-thons or synagogue budgets as a chapter initiative. However, if your USY chapter is invited to participate in a fundraiser that is planned by your congregation, USY members may obviously participate.

Whatever funds are raised by the chapter should go directly to the International office, so that your chapter can be credited with all donations. In NY, Tikun Olam funds sit in a high-interest bearing account, which means that the sooner your money gets into the account, the more money is being made for Tikun Olam. PLEASE do not let your Tikun Olam money sit around, send a check for the amount raised to the USY Central office at 155 Fifth Avenue, New York, NY 10010. Please be extra careful to make sure that the check is made out to the "United Synagogue of Conservative Judaism".

Each chapter will receive an allocation form from the New York office once their donation is received; this enables each chapter to decide which charities should receive money. Your chapter may choose as many charities as it wishes to receive funds.

Dues

You are responsible for gathering and submitting your chapter's membership dues. Membership forms are sent to you in the fall from the Tzafon Regional Office. You must submit your membership dues and forms in a timely manner.

Dues for the 2007-2008 school year are as follows:

- ❖ For USY, dues are \$18.00 per member, \$6.00 goes to Tzafon and \$12.00 goes to International USY.
- ❖ For Kadima, dues are \$8.50 per member; \$2.50 goes to Tzafon and \$6.00 to International Kadima.

On top of these amounts, many chapters choose to charge an additional fee, which stays with the chapter. These additional funds may be used to cover programming or supply costs, or for purposes like travel subsidies. This additional source of funds may be dependent on the resources provided by your synagogue and or youth commission.

Chapter Advisors at Regional Conventions

Each chapter is required to send at least one advisor or chaperone for every ten USY members/Kadimaniks. Even if the chapter sends one USY member, it is the chapter's responsibility to make sure that there is an attending chaperone that is primarily responsible for their USY members and that the said advisor is compensated for their time (common payment for a travel advisor is \$75). All chaperone information should be relayed to the Regional Director.

At a Regional convention, a chapter advisor's main concern is for the welfare of the USY members/Kadimaniks from his/her synagogue. Additionally, at that Regional convention, the chapter advisor becomes part of the Tzafon Region staff and is responsible for the overall welfare of every child. In addition, the chapter advisor will be assigned duties not related to their chapter. At all Regional events, the chapter advisor and Regional staff are directly supervised by the Regional Director. Please refer to the Convention Staff Handbook for more information available from the regional office.

Staff Behavior Guidelines

Tzafon Region strives to create an environment formed on a foundation of Jewish values. The following are guidelines that will be helpful to you particularly in difficult situations.

Our actions as advisors continually send messages to our USY members which help influence them in their decisions. Jewish values of *tzniut* (modesty), discretion and privacy are of utmost importance. Please conduct yourself according to these values and let discretion guide your actions at all times.

Relationships between Staff

We are in a unique position to help the USY members learn to make wise decisions about sex-based topics, based on emotional maturity and ethical principles, beyond hormonal desire. However, we are capable of helping USY members only if we ourselves behave in ways consistent with the ethics we wish to teach.

Relationships between staff should be mutually agreeable, private, and discreet. Public displays of affection are not appropriate in the USY setting and relationships among staff members should be kept in private. The "who", "what" and "where" of people's private lives should be considered off limits to USY members and is unacceptable among staff as casual conversation or gossip.

Relationships Between Staff and USY members

The Tzafon Region environment provides the setting for close, 24 hour-a-day contact between USY members and advisors. The closeness this ongoing contact brings is one of the special aspects of our programs. These friendships are encouraged, nurtured, and often form the backbone of the Tzafon Region experience. With such closeness, special care must be taken and sound judgment used to avoid even the slightest appearance of improper conduct.

Prohibited conduct includes :

- Any sexual relationship or sexual conduct, whether verbal or physical.
- Violation of U.S.C.J.'s policy against sexual or other forms of harassment.
- Unnecessary physical conduct such as horseplay, "noogies," or like conduct.
- Using profanity or abusive language at, or in the presence of, USY members.
- Threatening or intimidating USY members.
- Use, possession, or being under the influence of alcohol or illegal drugs or narcotics.
- Cigarette smoking.
- Gambling.
- Possessing weapons or dangerous tools or implements.
- Falsifying any record or report.

- Stealing, destroying, defacing, or misusing property.
- Disclosing confidential personal or medical information about a USY member, except as permitted by the terms of the Staff Manual or applicable law.

In order to assist you in complying with these behavior guidelines, we suggest adherence to the following:

- a. "Travel in Pairs: Two Deep Leadership": Excepting emergencies and brief room checks at Kima and curfew, no staff member should be in any USY member's room unless another advisor is also present.
- b. Excepting life-threatening emergencies, under no circumstances should males be in female rooms or vice versa. This rule applies to staff members as well as USY members.
- c. No one-on-one contact. One-on-one contact between staff members and USY members is never permitted. A staff member should never be in a room with any USY member with the door closed. In situations that require personal conferences or discussions, these should be conducted in a separate section of a public area.
- d. An advisor should avoid, if at all possible, ever touching a USY member or Kadimanik in any way. The USY members and Kadimaniks do tend to be affectionate, especially at the beginning of Shabbat; it's common to receive a hug from a USY member. Make sure that your actions can be in no way construed as inappropriate. You cannot always know how others will perceive your actions. Always be the first to leave a hug, and never be the party to initiate it.
- e. Never hold hands with a USY member or a Kadimanik.
- f. Never hold a USY member or a Kadimanik on your lap; never sit on the lap of a USY member or Kadimanik.
- g. Respect of privacy: staff members must respect the privacy of USY members in situations such as changing and showering, and intrude only to the extent that health and safety require. Staff members must protect their own privacy in similar situations.

Disciplining a USY member or Kadimanik

- Before confronting the offender, try to learn as much about the situation and the circumstances as you can.
- Try not to talk to the USY member or Kadimanik alone. If you must speak alone with the USY member or Kadimanik, do it in sight of other people. Never be alone in a room with a USY member or Kadimanik.
- If at all possible, make sure that there is another advisor or adult with you. An ideal situation is to have an advisor or adult of the opposite sex with you.