

SEABOARD REGION

UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM

DEPARTMENT OF YOUTH ACTIVITIES

YOUTH COMMISSION HANDBOOK

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I. DEFINITIONS

- A. The Southeast Seaboard District of United Synagogue of Conservative Judaism (USCJ) shall have two separate youth commissions; one serving Seaboard and one serving Southeast Regions of the Youth Program of USCJ.
- B. This Manual will apply only to the Seaboard Region Youth Commission (hereinafter called "Youth Commission").
- C. "Congregations" and "Youth commissioners" is defined as congregations and their respective youth commissioners with geographic locations within the Seaboard Region only.
- D. "Chairman" shall refer to the Chairman of the Seaboard Region Youth Commission unless otherwise stated.
- E. "Regional Youth Director" shall refer to the Director of Youth Activities of Seaboard Region.
- F. "Youth Programs" means USY and Kadima programs unless otherwise stated.
- G. "International Office" means the International Office of Youth Activities of USCJ.

II. PURPOSE OF THE REGIONAL YOUTH COMMISSION

- A. The Youth Commission shall monitor all youth activities in conformance with International, Regional and District standards and policies.
- B. The scope of responsibilities of the Youth Commission shall include, but not be limited to, the stated functions.
 - 1. Act as an advisory board to the Regional Director of Youth Activities.
 - 2. Evaluate and give recommendations, as necessary, to the Regional Director of Youth Activities after each Regional Kinnus or other regionally sponsored activity.
 - 3. Serve as an advisory board to all congregational youth commissions within the Seaboard Region.
 - 4. Provide yearly roster of Seaboard Region congregational youth commission chairmen, youth directors and advisors to all members of the Youth Commission.
 - 5. Provide congregational youth commissioners an orientation to the Seaboard Region Youth Commission through this manual.
 - 6. Assist congregational youth commissioners with problems pertinent to the region or to their congregation's actions within the region.
 - 7. Insure that all youth commissioners are kept informed of Youth Commission meetings, policy changes, and regional events.
 - 8. Provide a mechanism for arbitration through the youth commission for any youth activity related problem(s) that cannot be resolved at the congregational level or by the Regional Director of Youth Activities.
 - 9. Evaluate the Regional Director of Youth Activities yearly to provide guidance and feedback and to recommend renewal or dismissal to the Southeast Seaboard District Executive Board.
 - 10. Evaluate the regional youth programs yearly in order to measure outcomes against and to assess needs and to provide recommendations to the Regional Director of Youth Activities.
 - 11. Designate subcommittees as deemed necessary
 - 12. Recommend to the International Youth Commission appropriate changes to youth programs, standards and policies.

III. MAKE UP AND DUTIES OF MEMBERS OF THE REGIONAL YOUTH COMMISSION

- A. There shall be a Chairman of the Youth Commission.
 - 1. The District Chair of the Southeast Seaboard District of USCJ shall appoint such Chairman.
 - 2. The Chairman shall serve a one-year term at the discretion of the District Chair of the Southeast Seaboard District of USCJ. The term of the chairman is renewable each year at the discretion of the District Chair of the Southeast Seaboard District of USCJ
 - 3. The Chairman shall be a voting member of the Youth Commission only in case of a tie vote.
 - 4. The Chairman shall maintain close contact with the Regional Director of Youth Activities on all pertinent issues.
 - 5. The Chairman shall preside over all Youth Commission meetings. When the chairman cannot preside over a meeting the chairman shall designate a member of the commission to chair the meeting in their absence.
 - 6. The Chairman shall prepare an agenda for all Youth Commission meetings, such agendas to be distributed by the Regional Director of Youth Activities.
 - 7. The Chairman shall appoint members of the Regional Youth Commission as chairmen and members of subcommittees as deemed necessary.
 - 8. At the discretion of the District Chair of the Southeast Seaboard District of USCJ, Co-Chairmen may be appointed.
- B. The Vice Chair for Youth and Education shall serve as a liaison from the Southeast Seaboard District Executive Board to the Youth Commission in an advisory capacity.
 - 1. The Vice Chair for Youth and Education shall not be a voting member of the Youth Commission.
- C. As deemed necessary, the chairman, in consultation with the District Chair of the Southeast Seaboard District of USCJ and the Vice Chair for Youth and Education, may appoint a vice chairman of the Youth Commission who shall be responsible to the chairman. The vice chairman shall be entitled to vote on all matters before the Youth Commission as a representative of his congregation except when presiding as Chairman.
- D. Each congregation that is a member-in-good-standing of the Southeast Seaboard District, having a chartered USCJ youth group in the Seaboard Region, shall be entitled to be represented on the Seaboard Region Youth Commission.
 - 1. Each congregation shall appoint a representative, who is not a professional youth worker for that congregation, to the Youth Commission.
 - 2. Should it be inconvenient for such representative to attend any meeting of the Youth Commission, the congregation may designate a substitute to attend such meeting; such substitute representative shall have all rights and privileges of the Congregation named representative.
 - 3. No proxy votes may be cast.

- E. The USY Regional President, or in the absence of the President, a member of the USY Regional Executive Board, may be present as a voting member of the Youth Commission.
- F. There shall be four (4) professional youth workers, one of whom shall be a Jewish Youth Directors' Association representative, appointed to the Youth Commission.
 - 1. The Regional Director of Youth Activities with the consent of the Chairman shall appoint such youth professionals.
 - 2. Such directors shall serve a one-year term, such term to be renewable.
 - 3. Such professional representatives shall be voting members of the Commission and may not delegate their votes.
- G. The Chairman shall have the option of appointing up to 6 At-Large members, who shall have full voting rights.
- H. The Chairman, in consultation with the Vice Chair for Youth and Education, shall appoint a Secretary, from those attending the meeting, whose job it shall be to record all minutes and make necessary corrections thereto.
- I. Permission for non-members to attend Youth Commission meetings shall be requested of the Chairman with a statement of intent. Permission to attend shall be at the discretion of the Chairman.
- J. The Chairman may extend invitations to Youth Commission meetings to anyone that she/he desires.
- K. All Congregational Youth Directors and Chapter Youth Group Advisors shall be invited to attend all Youth Commission meetings as non-voting participants.

IV. STRUCTURE OF THE YOUTH COMMISSION

A. Meetings

1. The Youth Commission shall meet bi-annually or at the discretion of the chairperson. Every attempt will be made to provide a conference call opportunity for said meetings.
2. The Regional Youth Commission Chair (s) shall set agendas for each meeting. Such agendas should be mailed by the Regional Director of Youth Activities to all congregational youth commission representatives and all appointed Regional Youth Commission members prior to the meeting. Any business to be brought to the Youth Commission shall first be submitted to the Chairman in order to be placed on the agenda.

B. Quorum

A minimum of eight (8) voting members including at least six (6) congregational representatives in accordance with Article III Section D of this manual shall constitute a quorum.

C. Schedule

Congregational Youth Chairs or Commissioners, Youth Directors, Advisors, and appointed members to the Regional Youth Commission will be notified of all scheduled meetings at least four weeks prior to the scheduled meeting date. In addition, every effort will be made to announce the next meeting date at the preceding Youth Commission meeting.

- D. An Executive Session of the Youth Commission shall include only voting members of the Youth Commission.

V. CONGREGATION YOUTH COMMISSIONS

- A. In order for the youth of a congregation in Seaboard Region to participate as a group representing such congregation in the youth program of Seaboard Region, the following must occur:
1. Such congregation must be affiliated with United Synagogue of Conservative Judaism;
 2. Such congregation must submit the *Application for Affiliation* to the International Youth Department office of the United Synagogue of Conservative Judaism, along with any appropriate fees;
 3. Such Congregation must establish its own youth commission to oversee the youth activities occurring within or pertaining to the congregation. (For guidance and advice on the functions of a synagogue youth commission, individual synagogue youth commissions are encouraged to refer to the International *Handbook for the Youth Commission Member*);
 4. Such congregation must furnish the Director of Youth Activities for Seaboard Region with the name of its representative to the Youth Commission and;
 5. Such congregation must have paid and must keep current all congregation dues of United Synagogue of Conservative Judaism and the Southeast Seaboard District, and all youth dues of USCJ and the Seaboard Region.

VI. REGIONAL DIRECTOR OF YOUTH ACTIVITIES

- A. Southeast Seaboard District shall have a Regional Director of Youth Activities assigned to the Seaboard Region to oversee its youth program.
- B. The Regional Director of Youth Activities shall be responsible for carrying out policies established by the Regional Youth Commission and Central Youth Department of USCJ.
- C. The Regional Director of Youth Activities shall attend all meetings of the Youth Commission.
- D. The Regional Director of Youth Activities shall oversee and supervise all professional regional office youth staff.
- E. The Regional Director of Youth Activities shall be responsible for planning and implementing the youth programs of Seaboard Region.
- F. The Regional Director of Youth Activities shall prepare a proposed budget for the youth activities of Seaboard Region, which shall be reviewed by the Chairman of the Regional Youth Commission and submitted to the Executive Director of the Southeast Seaboard District.
- G. If the Regional Director of Youth Activities is notified of an existing problem (e.g. drugs) within a local youth group within United Synagogue of Conservative Judaism, Seaboard Region, he/she shall coordinate a course of action with a representative from the congregation in an effort to resolve the problem.
- H. The Regional Director of Youth Activities shall be responsible for the mailing of minutes and agendas to congregation youth commissions prior to the date of the next meeting, at the direction of the Regional Youth Commission Chair(s).
- I. Exceptions to membership criteria for youth groups (e.g. age vs. grade) may be brought to the Regional Director of Youth Activities for review and discussion with the Youth Commission. Decisions will be made separately for each case based on the specific details. Previous decisions will not be considered precedents.
- J. The Regional Director of Youth Activities shall communicate with the congregation Youth Commissions. The Regional Director of Youth Activities shall be a resource person for ideas and problem solving to all congregation youth commissions in Seaboard Region.
- K. The Regional Director of Youth Activities shall not act as an official staff member for any congregational or multi-chapter activity.
- L. The Regional Director of Youth Activities and USY Regional Executive Board has the authority to determine the date and location of regional activities. Whenever possible, the date and location of regional activities to be held at a synagogue shall be determined at least nine (9) months in advance.

VII. CHAPTER MEMBERSHIP AND AFFILIATION

A. Membership

1. Any Jewish youth in grades 6 through 12, living in Seaboard Region, may participate in the youth program of Seaboard Region.
 - a. Kadima membership may be open to students in secular/day school grades 6 through 8.
 - b. USY membership may be open to students in secular/day school grades 9 through 12.
2. All Jewish youth wishing to participate must join a congregational chapter of a synagogue recognized by Southeast Seaboard District of USCJ.
 - a. The Regional Director of Youth Activities will, when requested, assist any unaffiliated youth in locating a chapter.
 - b. Individuals whose families are members of a recognized congregation shall be encouraged to join the chapter of that congregation.
3. Each USY or Kadima member will register and pay regional and International dues through one chapter. This is their chapter affiliation. USY and Kadima members will attend all regional and International activities, sports leagues, and multi-chapter activities as a delegate from that chapter only. A youth may change his/her affiliation once during the year by notifying the regional office in writing. This affiliation will determine representation in convention quotas, in chapter invitations, sports teams, etc. The Regional Director of Youth Activities may grant exceptions if necessary.

B. Procedure and Guidelines for Affiliation and Chartering a Chapter

1. An application for Affiliation must be obtained from either the Department of Youth Activities USCJ (International Office) or the Director of Youth Activities from Seaboard Region.
2. The application must be filled out in its entirety, all signatures appearing appropriately.
3. The application along with the affiliation fee shall be sent to the International Office.
4. Upon receipt of these materials and after it has been determined by the International Office that the group is eligible for membership, the International Office will approve the application for affiliation and communicate this information directly to the chapter.
5. The chapter will then be sent the appropriate number of membership forms for dues-paid members.

VII, B Continued

6. A USY chapter constitution must be submitted to the Regional USY President with a copy to the Director of Youth Activities of Seaboard Region.
 - a. The Regional USY Board must approve such constitution.
 - b. The Regional Director of Youth Activities must approve such constitution.
 - c. Notification of approval or disapproval must be given within sixty (60) days from the time received by the Regional USY Board and the Regional Director of Youth Activities.
 - d. After approval of the constitution, the chapter will have regional voting rights.

C. Annual Chapter Requirements

1. Remit regional and International dues
 - a. Individual dues payment has a multi-level structure.
 - 1) International dues are determined by the International USY Board.
 - 2) Regional USY & Kadima dues are determined by the Regional Director of Youth Activities, in conjunction with the Regional Youth Commission Chair(s).
 - 3) Congregational Youth chapter dues are set by the congregation according to their own policies.
 - b. International and regional dues are paid annually for USY and Kadima to the International Office. An initial submission of dues is due by the deadline set each fall. Additional submissions should be continued throughout the year as new members are enrolled.
 - c. Chapters must pay international and regional dues for each member.
 - d. Paid members are placed on regional and International mailing lists.
2. The names of the Chapter USY President, USY and Kadima Advisors, Youth Director and Youth Commission Chairman should be submitted to the Director of Youth Activities to be placed on the regional and international mailing lists.
3. Amendments to chapter constitutions must be submitted to the Regional USY President, and the Director of Youth Activities, to be approved (no more than twice yearly, by October 1st and April 15th).

VIII. REGIONAL OFFICERS

A. The Regional USY Officers shall meet standards as stated in the International and Regional USY Constitutions.

B. Failure to adhere to these standards will result in the following:

In order to ensure fairness to the process, each incident should be reviewed on its own merits by the Regional Director of Youth Activities, the USY President (or Executive Vice-President if the person in question is the president) and the Regional Youth Commission Chair or their representative. After due consideration, appropriate actions may be imposed that could be as simple as a reprimand, (verbal or written) or as serious as suspension and possibly expulsion from the board in the case of blatant disregard or multiple infractions.

IX. REGIONAL KINNUSIM AND ENCAMPMENTS

A. General goals for all regional activities.

1. To provide the conscious communication of active Judaism.
2. To encourage Jewish identity in daily life.
3. To provide methods to counter forces of assimilation.
4. To provide an atmosphere for reverence in prayer and study.
5. To encourage an appreciation for and commitment to observant Conservative Judaism.
6. To provide positive Conservative Jewish role models.
7. To foster social interaction among Conservative Jewish youth.
8. To foster intergenerational continuity through congregational involvement of professionals, parents and lay leadership.
9. To provide each youth with opportunities for growth through youth/leader interaction and active participation.
10. To provide leadership training for youth.
11. To provide a mechanism for youth to prepare study materials; teach/learn Hebrew and Israeli songs and dance, teach/learn Torah readings and other synagogue skills.
12. To teach and put into practice the ideology and philosophy of Conservative Judaism.
13. To provide opportunities for experiential learning.
14. To encourage youth to continue formal Jewish education and to enhance informal education for living an active, observant Jewish Conservative Jewish life.
15. To structure opportunities for the study and practice of Jewish ritual, ethics, laws and ceremonies.
16. To experience the joy of Shabbat and Shabbat observance.
17. To help every youth become fully educated Jewishly; to feel at home with Jewish learning and Jewish living; to function as a fully integrated member of his social community; and to be a regular participant in a congregational community.

IX. CONTINUED

B. General responsibilities for all regional activities

1. Regional programs involving Kadimaniks shall be held at the discretion of the Regional Director of Youth Activities. The following guidelines will apply:
 - a. Attendance at Kamp Kadima shall be open to rising 6th, 7th and 8th graders based on secular/secondary school grade.
 - b. Attendance at a Fall Kadima Kallah shall be open to 6th, 7th and 8th graders based on secular/secondary school grade.
 - c. Attendance at a Spring Kadima Kallah shall be limited to 6th and 7th graders (based on secular/secondary school grade) when an 8th Grade Shabbaton is scheduled shortly thereafter. If there is no 8th Grade Shabbaton, 8th graders will be invited to attend the Spring Kadima Kallah.
 - d. The Regional Director of Youth Activities has the discretion to schedule grade specific Kadima activities. All other Regional Kadima events will include 6th, 7th and 8th graders based on secular/secondary school grade.
2. Regional activities for USY shall occur as recommended by the Seaboard Regional Director of Youth Activities and the USY Regional Board.
3. Policies governing chapter sponsored events where the entire Seaboard Region is invited, and multi chapter events (those including three or more chapters – host chapter plus two or more other chapters) are as follows:
 - a. The Regional Director of Youth Activities will hold two calendar meetings per year open to all chapter Youth Directors/advisors or youth commission chair (if no youth director exists). One meeting will take place between the end of June and the middle of July each year (summer meeting) and a second meeting will take place during the month of December. Chapters must submit an application to host multi chapter events for the upcoming year however, chapters may submit an application to host multi chapter events for the months of February through July at the December meeting. Applications may be obtained from the Director of Youth Activities..
 - b. The collective interest of the chapter youth directors (advisor/ youth commissioners if no youth director exists) will dictate whether the multi-chapter program will be open to the entire region or for just a select number of chapters. In addition, the group present at summer meeting will collectively agree on several months that will be reserved just for chapter programming (in the interest of chapter bonding and development) where no multi chapter events will be offered.
 - c. There will not be any multi-chapter events to the entire Seaboard Region during the same month as a regional program for the same youth group (i.e. USY or Kadima).
 - d. Attendance by chapters to any multi-chapter program will be optional. A chapter has the right to decide to “opt-out” of any multi-chapter program and thus may be allowed to have a chapter only program on the same date as a multi-chapter event. If a chapter chooses to “opt-out”, the multi-chapter program may not be promoted to the members of the “opt-out” chapter.

- e. (Promotion of a multi-chapter event may only be made to members of the chapters that agreed to participate in the multi-chapter event.)
 - f. The kashrut and ritual observance policies for any chapter hosted multi-chapter event will be set by the Mara D'atra of the host congregation.
4. In order for a USYer or Kadimanik to attend a Regional Kinnus they must:
- a. Be a dues paying member of USY or Kadima;
 - b. Not be under disciplinary sanction by International USCJ Youth Department, Seaboard Region or the member congregation;
 - c. Have current health insurance and must have submitted insurance information to the region;
 - d. The congregation's youth director, advisor or youth commission chairman shall certify the eligibility of each youth before their application is submitted;
 - e. The Regional Director of Youth Activities may establish quotas as deemed necessary;
 - f. Each member congregation is to exercise careful judgment in the selection of delegates to regional activities;
 - g. USYers and Kadimaniks who attend regional activities must make a commitment to their congregation to participate in all of the programming at the activity in which they enroll.

IX, B Continued

5. Chapter participation in Regional events

a. No USYer or Kadima member may travel unchaperoned to a regional activity where regional transportation is provided without the consent of the Regional Director of Youth Activities.

b. If a chapter sends 3 or more participants to any regional USY or Kadima event (excluding Encampment/Kamp Kadima and Regional Dances) they must submit the application of at least one (1) potential and eligible staff person. If a synagogue USY/Kadima chapter has more than 10 participants enrolled in an event, they must submit the application of an additional staff member who is eligible to staff the event.

If a synagogue USY/Kadima chapter is unable to send the appropriate number of staff members based on their registration for a regional event, they must pay a fee to the Seaboard Regional Office (to cover staffing costs). This fee will be set by the Regional Director of Youth Activities in consultation with the Regional Youth Commission Chairman. It will be based on current market demands for youth staffing salaries and announced to each congregation prior to each regional event.

c. Final staffing decisions for regional events are the responsibility of the Regional Director of Youth Activities.

d. All regional events scheduled for Saturday evening shall not begin before 2 hours after candle lighting time.

6. Staff members at Regional Activities shall meet the following criteria:

a. For Regional USY activities, staff must be at least 20 years old and/or out of USY for a minimum of 1 full year.

b. For Regional Kadima Activities, staff must be at least 18 years old and/or have graduated from high school.

c. Preference shall be given to those who can serve as education faculty or specialists and to those with experience.

d. Spouses of staff members, if attending, are required to comply with all staff rules and regulations just as if they were staff.

e. Permission for staff to bring younger children and or spouse to a regional event shall be given by the Regional Director of Youth Activities.

f. Once children of staff reach the age of attendees, they must attend only as a registered participant for the convention or event and may not come as "family" of staff.

1)Housing for children/spouse of staff members will be provided as long as no additional costs are incurred by the region. In the event that the region incurs increased cost of housing due to inclusion of family members, said staff member (or staff member's congregation when previously agreed to between staff and congregation) will be required to cover the additional housing costs.

2)The cost of meals for the spouse and children shall be borne by the staff member (or staff member's congregation when previously agreed to between staff and congregation).

3)In order to maintain safety and have a successful convention/regional event, staff who have been approved to bring children to regional events must comply with the following rules and guidelines:

- Children brought to Regional events must be under the direct supervision of an accompanying parent or adult at all times so as to allow the primary staff member the ability to attend to their assigned staff responsibilities as defined by the Director of Youth Activities.
- Children of staff may not be left unattended at any time.
- Parents are responsible for the ultimate safety of their children realizing that most convention locations are not designed with child safety in mind.
- Children of staff must follow the kinnus code.
- It is expected that staff assignments will be set to meet the needs of the attendees and not of the staff's family.
- Parents should be sensitive to the responsibilities of other staff members and not request or expect that they will help take care of the child/children.
- Children of staff should be primarily in the "background" of the event. If the child becomes disruptive, he/she should be removed from the event location.
- When deciding whether to bring their families and young children with them, Staff should take into consideration that conventions and regional events are often loud and over stimulating environments and noise often continues well into the late night hours. Regional events are designed for the benefit of the attendees and not staff families.
- Staff will provide all necessary supplies for their own children (i.e. diapers, medications, cribs, toys, etc.) The virtue of modesty (tz'ni'ut) should be respected when choosing where and how to dress, diaper and nurse infants and young children.
- Children of staff who are sick are not allowed to attend.
- Children who become ill while at regional events should be separated from the attendees or taken home.
- Children of staff may not attend small break out group sessions and are not permitted in the attendees' residential quarters at any time.
- As certain activities may not be age appropriate for young children, attendance by children of staff at all activities is at the discretion of the Director of Youth Activities.
- Staff will be responsible for any damage to regional event locations or equipment caused by their families or children.

g. Staff members must meet standards set by the Central Youth Program of USCJ.

h. Any exceptions to this section shall be approved by the Chairman of the Youth Commission

IX, B Continued

7. Ordinarily, USYers shall not be permitted to drive to regional activities where regional transportation is provided. Permission to do so shall be given only in exceptional circumstances and only by the Regional Director of Youth Activities, after written consent by a parent or a guardian is provided. If the region does not provide transportation or if a USYer and his/her parent decline the region's transportation, the parent must take full responsibility for their child until they arrive at the event location and once they depart the event location. Under no circumstances is a USYer allowed to drive during the course of any regionally sponsored activity.

8. POLICY FOR HOME HOSPITALITY REGIONAL EVENTS

a. Housing

1) Where possible, at any home-hospitality regional activities, all participants shall be housed within walking distance of the host congregation.

a) After that, first priority will be given to participants that have indicated allergies, walking distance, and rooming requests on their registration forms.

b) All homes should only house participants of one gender.

c) After considerations in A & B, preference to select hosts for housing should be given in the following order and should follow the stated rules.

i. First preference is to select those families who have a child participating in the program. If families have children participating in the program, guests hosted at the home are to be of the same gender as the host participant. In the case where a family has 2 children of different genders, a choice should be made as to which gender the family will host (either by the family or what is needed by the region). The region will happily arrange alternate housing for the second child with other participants if the child/family so choose.

ii. Second preference is to select volunteer families who have children who, due to age restrictions, are ineligible to attend the program. If families have children who, because of age restrictions, are ineligible to attend the regional event, the gender of participants hosted by these families shall be determined by the Regional Director of Youth Activities with regard to the preference of the family and the needs of the region. The same applies to couples that do not have children living at home.

iii. If single adults who have no children living at home choose to host, they may only house participants of the same gender as the host adult.

d) Participants and staff shall not be housed in the same host home.

- e) The Regional Director of Youth Activities has the authority to select host homes based on criteria other than those listed above when circumstances deem it necessary.
 - f) The host chapter Youth Director and/or Youth commission Chair shall make telephone or personal contact to review expectations with each hosting family prior to the hosting event.
- b. Kashrut and Shabbat shall be observed at all regional activities.
- 1) In order to assure adherence to Kashrut at home-hospitality regional activities, all meals, with the exception of Shabbat breakfast, shall be served in the host congregation.
 - a) The Regional Director of Youth Activities shall provide written communication to the host families in order to insure this requirement is carried out.
 - 2) When hosted by a congregation, the kashrut and ritual observance will be set by the Mara D'atra of the host congregation.
 - 3) Kashrut will be observed from the time program participants leave home until the time they return home from the regional event, and at all times in-between. This includes transit to and from regional activities.

C. Required conduct at Regional Activities and Multi-Chapter Events (KINNUS CODE) –

Rules are necessary for any group activity to be successful. Our goal at regional activities is to provide a safe, fun, and exciting experience for everyone. We do not expect any problems, but the rules for regional events are listed here for your information. For the purposes of this Code, an “event” or “activity” shall include all times from when a USYer or Kadimanik leaves his or her home, through when the USYer or Kadimanik returns to his or her home, including free time and during transportation to and from the event, and all time during home hospitality USY and Kadima events.

- 1. The Seaboard Region Youth Program standards regarding Shabbat will be strictly observed. This includes refraining from lighting fires, using radio or television or other electrical appliances, playing musical instruments, writing, and using or carrying money. In addition, all staff and participants must arrive prior to Shabbat and may not leave the program until after Shabbat. All travel on Shabbat will be exclusively to a scheduled synagogue event or services.
- 2. Kashrut will be strictly observed. All food must conform to the standards of the United Synagogue of Conservative Judaism. Seaboard’s policy is to wait 3 hours after eating meat products before consuming dairy.
- 3. All males must wear kippot at services, study sessions, and meals. All post-Bar Mitzvah males are required to wear a tallit and are expected and encouraged to wear tefillin at appropriate times. Females are encouraged to do so at their discretion.
- 4. No one is to leave program site at any time without the permission of the Regional Director of Youth Activities.

5. There will be NO visitors, youth or adult, without the permission of the Regional Director of Youth Activities.
6. At home hospitality events, all housing assignments are final and any changes may only be made with the express permission of the event director. Prior to regionally scheduled events, all participants and staff must proceed directly to the place where the event is scheduled to take place. Following regionally scheduled events, USYers and staff must proceed directly to their assigned homes.
7. All participants will be at all scheduled activities, and will arrive on time.
8. Participants and staff members will not use or have contact with alcoholic beverages or illegal drugs, nor will they tolerate their use by others. This rule will be strictly enforced, and warnings will not be given. The minimum sanction for this behavior is immediate expulsion from the program (at parental expense) and the prohibition from attending the next major regional convention. Readmission to regional conventions will be by written request of the participant and will be subject to the approval of the Regional Director of Youth Activities. In addition, International policy dictates that any participant sent home from a regional event for such an infraction is prohibited from participation in all International programs (including summer programs) for one full year.
9. Participants and staff members will not carry or bring to convention any firearm (including bb guns) or knives. A staff member may request permission from the Regional Director of Youth Activities to bring a pocket knife to an event. Permission will be granted if it is deemed necessary and can be secured appropriately at the event.
10. Use of prescription medications is restricted to the individual for whom they were prescribed.
11. Smoking by youth participants is not allowed during any regional function.
12. No participant or staff member shall violate any civil or criminal law, including those related to tampering with or destruction of property, including destruction of one's own or another person's physical and/or mental integrity. Inappropriate or unwelcome physical contact or language, indecent attire or public nudity, shall not be permitted.
13. No participant may be away from his/her bunk or room after curfew without the permission of the program director or his/her designee.
14. Use of any waterfront or pool facility will only be allowed in the presence of a certified lifeguard as designated by the program director or his/her designee.
15. Males are not permitted in sleeping rooms occupied by females, and females are not permitted in sleeping rooms occupied by males. Furthermore, male and female participants are not permitted to be alone together in any unsupervised fashion.
16. The region reserves the right to search the belongings of any participant as well as the living space any participant inhabits during the course of any regional event.

17. All participants are expected to show derech erez (common courtesy) to one another at all times. Disrespectful behavior toward participants or staff will not be tolerated.
 18. Anyone who violates this Kinnus Code shall be subject to disciplinary consequences, including, but not limited to, being sent home at the expense of the violating participant (or his/her parent/guardian) or staff member, monetary payment for personal and/or property damage and suspension from future regional events. The event director reserves the right to enforce these and any other behavioral rules, and impose additional sanctions with respect to behavior that would otherwise affect the integrity of the event and/or the health, safety, and welfare of its participants and staff.
 19. The Regional Director of Youth Activities (or his/her designee) shall have the authority to determine sanctions to be applied against individuals and chapters for infractions of the rules of conduct or for any behavior deemed inappropriate by the Regional Director of Youth Activities.
- D. Staff at regional activities is expected to adhere to the above Kinnus Code as well as the following additional requirements and standards:

Regional programs strive to be a place where Jewish values underlie all that we do. Our actions during the program constantly send messages to the participants and influence them in their decisions both during and after the programs as they make choices for their own behavior. **Jewish values of tzniut (modesty), discretion and privacy are of utmost importance.** Staff is expected to conduct themselves according to these values and let discretion guide your actions at all times.

Specific Guidelines Are:

1. Relationship Between Staff

Staff is in a unique position to help program participants learn to make wise decisions about sex-based topics on emotional maturity and ethical principles, beyond hormonal desire. However, staff is capable of helping participants only if staff behaves in ways consistent with the ethics the program wishes to teach.

- a. Relationships between Staff should be mutually agreeable, private and discreet.
- b. Public Displays of Affection is not appropriate in the regional programs setting. Relationships among staff members should be kept private. The “who,” “what,” and “where” of people’s private lives should be considered off limits to participants and is unacceptable among staff as casual conversation or gossip.

2. Relationships Between Staff and Participants

The regional programs environment provides the setting for close 24-hour-a-day contact between the participants and staff members. The closeness this ongoing contact brings is one of the more special aspects of our programs. These friendships are encouraged, nurtured and often form the backbone of the regional programs 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:

- a. Any sexual relationship or sexual conduct, whether verbal or physical.

- b. Violation of USCJ's policy against sexual or other forms of harassment
- c. Unnecessary physical conduct such as horseplay, "noogies," or like conduct.
- d. Using profanity or abusive language at, or in the presence of, participants.
- e. Threatening or intimidating participants.
- f. Use, possession, or being under the influence of alcohol or illegal drugs or narcotics.
- g. Cigarette smoking at any time except during free time, away from the group, out of doors, and only in facility specified designated smoking areas if they exist. Smoking is absolutely **prohibited** under the following circumstances:
 - 1) In front of youth
 - 2) On Shabbat
 - 3) Anywhere within a hotel or motel or in a cabin
 - 4) On the bus
 - 5) During any group activity or program, indoors or outdoors.
 - 6) Anywhere or anytime during a home hospitality situation.
- i. Gambling
- j. Possessing weapons or dangerous tools or implements.
- k. Falsifying any record or report.
- l. Stealing, destroying, defacing or misusing property of the USCJ, participants, or others.
- m. Disclosing confidential personal or medical information about a participant except as permitted by the terms of applicable law or necessary in an emergency.
- n. Failure to abide by any of USY's/Kadima's rules.

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

- **"Travel in Pairs: Two Deep Leadership:"** Excepting emergencies and brief room checks at Kima and curfew, no staff member should be in any participants room unless another advisor is also present.
- **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 participants.
- **No one-on-one contact:** One-on-one contact between staff members and participants is not permitted in private. A staff member should **never** be in a room with any participant with the door closed. In situations that require personal conferences or discussions, these should be conducted in a separate section of a public area (i.e. the hotel lobby, in the Chadar Ochel or Moadon, or in the synagogue lobby, away from the rest of the group).
- **Respect of Privacy:** Staff members must respect the privacy of participants in situations such as changing clothes and showering, and intrude only to the

extent that health and safety require. Staff members must protect their own privacy in similar situations.

- **Separate Accommodations:** Staff members are not permitted to sleep in participant's rooms or vice versa.
- **Proper preparation for high-adventure activities:** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **Appropriate Attire:** Proper clothing for activities is required.
- **Constructive Discipline:** Discipline at regional programs should be constructive, appropriate to the offense and reflect the values of United Synagogue Youth. Corporal punishment is **never** permitted.

Failure to abide by these guidelines will result in immediate dismissal from regional programs and termination of any staffing agreement.

E. Appropriate Dress Policy for United Synagogue Youth (USY and Kadima)

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/Kadima events. It is divided into two sections, one for USY/Kadima activities and the other for Shabbat.

1. BASIC STANDARDS OF DRESS

- a. Clothing on which any profanity or inappropriate language, pictures, or symbols are written, printed or depicted is not permitted.
- b. No visible underwear is permitted for both males and females.
- c. During Tefillah, inappropriately short skirts or shorts, or tight garments, are not permitted; shoulders must be covered for both males and females.
- d. Spaghetti straps, tube tops, crop tops, bare-backed halter tops or exposed midriffs are not be permitted.
- e. It is preferred that girls wear one-piece bathing suits or tankinis. Bikinis are not permitted.

2. FOR SHABBAT

- a. Males
 - Long pants with a dress shirt and/or sweater
- b. Females
 - A skirt or dress of an appropriate modest length. (Dressy pants are acceptable.)
 - Blouses, knit shirts or sweaters should have sleeves; if they don't, shoulders must be covered

c. For Both Males and Females

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

The Regional Director of Youth Activities 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.

F. Subsidies

1. Subsidies for Kinnusim will be awarded if funds are available.

- a. When a second youth from the same family attends Encampment/Camp Kadima, there will be a 10% reduction for the second child, and any subsequent children.
- b. Scholarships for Regional Kinnusim are available on a need-basis for program participants through the Blanche Davidson Memorial Fund and the Shira Kaplan USY Convention Scholarship Fund. In addition, the Seaboard Region Alumni Fund may be used for scholarships and/or to offset the cost of programming and the use of this specific fund is at the discretion of the Regional Director of Youth Activities and the Regional Youth Commission Chair.
- c. Subsidies for Regional officers.
 - i. The president of Seaboard USY will receive a full subsidy for all Regional Kinnusim, USY International Convention, and the two annual International Board Weekends.
 - ii. All other Regional Executive Board members will receive a 50% subsidy for all Regional Kinnusim.

2. Subsidies for USY Summer Programs.

- a. The Youth Commission may award subsidies to deserving members of the youth program of Seaboard Region for attendance at any nationally sponsored United Synagogue Summer Programs. Scholarships are awarded first on a need-basis, then on a merit-basis. Scholarships for summer programs are made possible by Tikun Olam allocations as well as from the Friedman Memorial Fund.
 - i. The Scholarship Committee will consist of no more than five (5) members of the Youth Commission appointed by the Chairman, as well as one USYer, appointed by the president of Seaboard USY with the consent of the Regional Director of Youth Activities. The Regional Director of Youth Activities will also sit on the Committee as a non-voting member.
 - ii. Subsidies shall be awarded in an amount to be determined by the committee from monies available to it for such purposes.
 - iii. Subsidies shall be awarded only to those who apply for such on an application form approved by the Regional Youth Commission Chair(s).

Any of the above subsidies shall be refunded to the Region when participant is sent home from a program for disciplinary reasons.

X. Role of International Policies

1. All International policies shall be observed where they refer to regional activities.
2. The following International policies have been specifically endorsed by the Regional Youth Commission:
 - a. USYers and staff may not arrive or depart from the site of Multi-Chapter events or regional events during Shabbat.
 - b. All youth participants must have health insurance in order to attend any Regional Convention or Kallah.
 - c. Appropriate Dress Policy for United Synagogue Youth.