



Cabinet Application

2019-2020/5779-5780

What you will find in this packet:

1. A letter outlining general expectations and responsibilities
2. General Responsibilities
3. NFTY-GER Required Event Dates
4. Position Descriptions
5. Applicant Information Form (must be returned)
6. Applicant Declaration and Parent Authorization Form (must be returned)
7. Rabbinic and Youth Professional Certification Form (must be returned)
8. NFTY's Brit Khillah Form (must be returned)
9. Application Questions (must be returned)

**All forms must be sent in pdf format and returned in a single email to nftyger@urj.org no later than June 5th, 2019. The subject line of the email should be "NFTY-GER Cabinet Application - your name". All links and examples of previous work should also be sent in the same e-mail. We are not able to access forms from Google Drive.

Shalom,

Thank you for your interest in a leadership position in NFTY-GER! Your dedication and enthusiasm ensures that NFTY-GER has a successful future. This packet is designed to walk through the Cabinet application process as well as help you understand what it's like to be a Cabinet member throughout the year. It should help you decide if being on Cabinet is right for you, and if so, which positions are your best fit.

Being on NFTY-GER Cabinet is a big responsibility and requires a significant time commitment, a willingness to work with others, and an ability to self-motivate. Cabinet is the next level of leadership below the executive board. As a member of the cabinet you will enjoy many of the benefits of leadership including a 5% discount on regional events and leadership development workshops at various points throughout the year. In turn, you are committing to being active participants, assisting with recruitment and retention, regular communication with other in leadership, and being a role model for others.

Please take the time to talk with your parents, as well as your youth professional or rabbi, about the commitment necessary for Cabinet members. If the above is more than you are able to commit but you still wish to be involved in leadership, there are many opportunities to be a part of what will be newly formed committees in NFTY-GER. Committees are opt-in, not appointed, and you can give as much time to the work as you are able. More information on committees will be coming out before the end of the school year.

The NFTY-GER Cabinet application is due no later than Wednesday, June 5th. All applicants will have the opportunity to apply for a first and second choice position. You only need to fill out the general applicant questions once, but please answer the position specific questions for both your first and second choice positions if you choose to apply for 2. It is NOT required to apply for 2 different positions, but it is an option. A second choice is not considered a drop down because we do not solidify appointments until after all applications have been reviewed. Many factors contribute to whether or not an applicant is offered a Cabinet position, and the structure of the Cabinet can change from year to year. Please be aware that not everyone who applies to be on the Cabinet receives a position, and those who do, don't always receive their first choice. No matter what, you have a place in NFTY-GER and its leadership and can opt into serving on our various committees.

If you have any questions concerning Cabinet or the application process, please reach out to the NFTY-GER staff team at nftyger@urj.org. We commend you on taking this step in your NFTY experience, and we look forward to working with you in the year ahead!

B'Hatzlacha,

Caroline McKinnon
NFTY-GER President

Abbye Fogel
NFTY-GER Interim Regional Director

Responsibilities

By joining the regional Cabinet, you are committing to be a part of NFTY-GER's leadership team. You will be first and foremost a member of the Cabinet, and any responsibilities you have that are specific to your position will come second to those of a general Cabinet member.

General Cabinet responsibilities include:

- Attending regional kallot
- Serving as a role model to participants both in and out of regional events
- Upholding the Brit Kehillah
- Participating in the NFTY-GER recruitment and retention efforts
- Engaging with NFTY-GER on social media and sharing posts as appropriate
- Regularly checking your email and the Cabinet GroupMe
- Remaining in close contact with your Regional Board liaison via email, text, and phone
- Completing all tasks by deadlines given for the work described in the position specific job description
- Assisting the NFTY-GER Regional Board with other projects and tasks as they materialize in planning

If any Cabinet member fails to fulfill these responsibilities, it will be left up to the Regional President and the Senior Regional Director to decide whether they should continue in their position.

Event Dates

All Cabinet members are expected to be at all regional kallah and leadership development experiences. There may also be additional events in which their presence is required based on their position or location. If for any reason a Cabinet member is unable to attend an event, they must get the approval of their Regional Board liaison as well as the Regional Director.

- Cabinet Meeting at Executive Board Weekend - August 25, 2019
- Leadership Day - September 14, 2019
- Subregional Events (must attend one)
 - Northern - October 20, 2019
 - Central - October 26, 2019
 - Southern - October 27, 2019
- Fall Kallah - November 15-17, 2019
- Taste of NFTY - December 6-8, 2019 (678 Chair ONLY)
- Winter Kallah- January 10-12, 2019
- Elections - March 22, 2020
- Spring Kallah - April 24-26, 2020
- Summer Send-off - May 16, 2020

Committee Chairs will also be expected to attend any Committee Meetings. These meetings will be scheduled in collaboration with the Regional Board, Cabinet member, and Regional Director.

Position Descriptions

PROGRAM COORDINATORS

Liaison: Programming VP

of People: 2-3

Program Coordinators will help to organize program materials and oversee the setup and cleanup of all programs at events. They will also maintain a regional inventory of supplies and keep some supplies in their homes throughout the year. Finally, Program Coordinators will write and act as announcers for the board introductions that take place at every event.

SOCIAL ACTION CHAIR

Liaison: Social Action VP

of People: 1

The Social Action Chair will focus on social action niche programming identifying current local programming that can be expanded upon on the regional level. They will work with the SAVP to help lead the social action committee, and work with committee members to execute local projects on their topics of interest.

HEAD SONGLEADER(S)

Liaison: Religious and Cultural VP

of People: 1-2

It is recommended that head song leaders have experience in leading groups during song sessions or services. They will be responsible for communicating with respective committees, the RCVP, and the Tech Chair before and during events. Expectations include: helping to write/execute services and having an active leadership role in all musical moments, song sessions, Siyyum, Havdalah, and Friendship Circle. Proficiency in some musical instrument is strongly recommended, but not required.

TECHNOLOGY CHAIR

Liaison: Religious and Cultural VP

of People: 1

The Tech Chair will be specifically responsible for creating all supplemental/ visual aides for any musical moments. Expectations include: communicating with the RCVP, event chairs, Head Songleaders, and committee members before and during events and a general understanding and savvy for technology. The Tech Chair will also support all technology needs for other programs throughout the event.

NEW MEMBER CHAIR

Liaison: Membership VP

of People: 1

The New member Chair is responsible for creating mechanisms at each event to ensure new members are enculturated to NFTY-GER (teaching the NFTY-GER cheer and other GER traditions) and planning the big little program. The New Member Chair will also assist the Membership Vice President with creating content for and reviewing the new member packet to be distributed to all new members at or before each event. This person will also help to lead the retention committee.

KEHILLAH CHAIR(S)

Liaison: Membership VP

of People: 1-2

The Kehillah Chairs will be responsible for organizing optional activities that will take place during all free times at every event, organizing bunk bonding, and overseeing the Welcoming Committee. The goals of free time activities are to offer a safe space for people to meet others at the event and to build bridges between different social groups. This will help to make NFTY-GER more of an inclusive and holy community, or *kehillah kedoshah*.

NFTY678 CHAIR

Liaison: Recruitment VP

of People: 1

The 678 Chair will have an active role alongside the Recruitment VP in planning, executing and attending Taste of NFTY, a weekend-long NFTY678 event. This event will occur from December 6, 2019-December 8, 2019. Additional responsibilities include helping to create, organize, and lead the NFTY-GER Taste of NFTY Committee.

HIGH SCHOOL ENGAGEMENT CHAIR(S)

Liaison: Recruitment VP

of People: 1-2

The High School Engagement Chair will be focused on ensuring GER leadership is engaged at the congregational level and helping to meet local teens where they are at and bringing them along to GER. This may include helping to coordinate recruitment caravans, attending temple events to get to know teens who are less active regionally, and assisting the Recruitment Vice President with creating resources for temples to use to educate their teens and families more about what URJ has to offer their teen communities. This person will also help to lead the high school recruitment committee.

FUNDRAISING CHAIR

Liaison: Financial VP

of People: 1

The Fundraising Chair will help plan, organize, and run regional fundraisers. Most fundraisers will support NFTY-GER. They will work with the Financial VP and the fundraising committee to create and lead engaging and effective fundraisers. This person will also help to lead the fundraising committee.

SHUK MANAGER

Liaison: Financial VP

of People: 1

The Shuk Manager will work with the Financial VP to create merchandise that the region has expressed interest in. They will also help make sure that the Shuk runs smoothly at events. This includes selling new and past merchandise and selling snacks. This person will be responsible for maintaining an inventory of all merchandise and snacks as well as storing these items in their home between events.

PHOTOGRAPHY CHAIRS

Liaison: Communications VP

of People: 1 each

The Photography Chairs will be responsible for taking pictures at events and uploading, sorting through, and sharing them in a timely manner. These pictures will be used for the creation of the NFTY-GER Yearbook which will be distributed at the end of the year. The Photography Chairs may consist of 2 people, but will be split into two jobs:

- Yearbook Focus:
 - The yearbook creator will help create the NFTY-GER yearbook throughout the year. Creation of the yearbook will involve making arrangements for any necessary pictures, organizing all pictures, and assembling the book.
- MaGERzine Focus:
 - The MaGERzine Chair will also produce a magazine to be distributed at Kallot throughout the year. The goal of the MaGERzine is to provide fun activities and content for participants on the bus ride home and elsewhere. It may include word searches, puzzles, riddles, jokes, poems, artwork, etc.

VIDEO CHAIR

Liaison: Communications VP

of People: 1

The Video Chair will be responsible for recording/editing videos from events to be posted on social media. These videos will focus on what an event looks like from the perspective of a general participant and will be used as recruitment tools. Pieces may also be used as a part of an end of year video montage. The video chair will work with the Communications VP to edit videos from each regional event.



2019-2020 CABINET
APPLICANT INFORMATION FORM

PLEASE PRINT CLEARLY

Full Name of Applicant _____

Home Address: _____ City: _____

State: _____ Zip/Postal Code _____

Birthdate: _____ Current Grade _____ Current Age _____

Phone: _____ E-mail: _____

Cell Phone: _____ Facebook _____ Instagram _____

URJ Congregation & City: _____

Parent/Guardian 1 Name _____

E-mail: _____

Day Phone: _____ Evening Phone: _____

Parent/Guardian 2 Name _____

E-mail: _____

Day Phone: _____ Evening Phone: _____

1st Choice Cabinet Position _____

2nd Choice Cabinet Position _____

***A declaration for a second choice is not required, and you will only be considered for a second position if one is indicated.*

PLEASE EMAIL THIS SIGNED FORM NO LATER THAN June 5, 2019 TO:
NFTY-GER Cabinet Application - your name
nftyger@urj.org



2019-2020 CABINET
APPLICATION DECLARATION FORM

I, _____, am a member in good standing of the following URJ congregation*: _____, and I am a member of the following Temple Youth Group (TYG): _____ – both of which are in the NFTY Garden Empire Region. If I am not a member of a URJ congregation, I am a member in good standing of the following group: _____, which is a part of my _____ community. By signing below, I hereby openly declare myself an applicant for the NFTY-GER Cabinet for the 2019-2020 School Year. My signature also indicates that I understand that serving on NFTY GER Cabinet is an extremely exciting, rewarding and educational experience. If selected, I will accept the full scope of responsibilities expected of me as a leader of the Region as outlined in the “Letter to Applicants.” Furthermore, if I am selected, this form will serve as a contract between the region and me that I will uphold my obligations as a Cabinet member.

Signature of Applicant

Date

PARENTAL AUTHORIZATION

I understand that a position on the Regional Cabinet of the NFTY Garden Empire Region will demand a significant commitment of time and energy from my child’s extra-curricular activities. I also understand that my teen will be expected to uphold the B’rit K’hilah during, and sometimes outside of, regional events. I understand that my approval is necessary for my child’s name to be placed in the applicant pool. By signing I indicate that I have read the letter to applicants, and I support and approve my child’s application and am prepared to support his or her commitment to NFTY GER Regional Cabinet.

Signature of Applicant’s Parent

Date

PLEASE EMAIL THIS SIGNED FORM NO LATER THAN June 5, 2019 TO:
NFTY-GER Cabinet Application - your name
nftyger@urj.org



2019-2020 CABINET
Youth Professional and Rabbinic Certification Form

Name

Dear Rabbi and Youth Professional,

The above-named intends to apply for NFTY Garden Empire Regional Cabinet for the 2019-2020 school year. **Please take the time to meet with him/her and discuss both his/her potential as a Cabinet member as well as the responsibilities that come with leadership.** After you meet with the candidate, please sign the bottom of this form, certifying his/her candidacy for the position above. In order to apply for Regional Cabinet, the applicant must be a member in good standing of a URJ congregation or youth group that is currently in good standing. Please feel free to contact us with any questions.

Caroline McKinnon

2019-2020 NFTY-GER President

ger-rvp@nfty.org

Abbye Fogel

NFTY GER Interim Regional Director

afogel@urj.org

I hereby certify that _____ is a member in good standing of my congregation or youth group, I have met with him/her, and I certify him/her to run for the 2019– 2020 NFTY Garden Empire Cabinet

Signature of Rabbi

Date

Signature of Youth Professional

Date

PLEASE EMAIL THIS SIGNED FORM NO LATER THAN June 5, 2019 TO:
NFTY-GER Cabinet Application - your name
nftyger@urj.org

NFTY's *B'rit K'hilah* — Code of Conduct

ברית קהילה

NFTY is a movement that builds strong, welcoming, inspired communities through teen-powered engagement. This *b'rit* serves to ensure that we are able to focus on enacting our shared mission. We will promote the creation of a religious youth community based on mutual respect and a sense of personal responsibility. We will treat others with *kavod* (honor and respect) in order to facilitate the feeling of *shalom bayit* (peace in the home) and create a sense of NFTY's welcoming community.

Our NFTY community feels incomplete without all our members fully present,

I will attend and participate fully in the entire event, unless otherwise agreed upon with the NFTY Regional staff member

I will arrive on time, stay until the end, and remain on the event premises at all times. To maintain *shalom bayit* within our living space

I will abide by the event curfew announced by the leadership. At the time of the announced curfew

I will go directly to my cabin, hotel room, or host home and remain there until the next session

As a means of respect and for the well-being of the community and myself,

I agree to exercise proper consent, and I agree to refrain from inappropriate sexual behavior.

I understand that consent is only given when someone gives positive and verbal permission to a sexual activity with another person, and that all people in a sexual situation must feel comfortable saying an explicit "yes" or "no" of their own free will to stop the physical activity at any point.

In order to maintain our *kehilah kedosha*, it is essential that I uphold consent at NFTY events and in my daily life. Consent is a form of respect, and I will continue to show respect for my peers.

As NFTY is a safe and inclusive space for all participants,

I will not participate in any activities before, during or after events that could be deemed as hazing, sexually harassing, demeaning, hurtful, or bullying.

This includes in-person interactions during regional events, interactions over cell phone and email, and actions in online spaces including Facebook groups, twitter, Instagram, and other forms of social media between events.

If I hear of, or see any act of sexual misconduct, whether it be seen in person, over social media, or by ear, I will report it to my regional director or trusted adult.

I also agree not to photograph or make video recordings of anyone without their express permission, and not to take any photographs in inappropriate places, such as restrooms, host homes, and cabins. If I post or distribute any pictures/media, they will represent NFTY, the staff, and other participants in a positive and

wholesome manner. Anything I post will represent the Jewish values the NFTY community teaches and upholds.

In order to ensure the well-being of myself and my peers, I understand that no guests are allowed at any event, unless the adult leadership grants permission in advance, and that any unauthorized guests will be asked to leave immediately.

Because overnight events can cause a lack of sleep and create dangerous driving conditions,

I will not drive to, during, or from events, unless advance permission for a special situation is requested in writing by my parent/guardian and granted in writing by the NFTY Regional staff member. This includes driving to/from my home to meet NFTY's designated transportation.

To promote a healthy and safe NFTY environment,

I will not possess, consume, or distribute alcoholic beverages, other than that served by adult leadership for Jewish sacramental purposes, even if I am of legal drinking age.

I will not smoke, consume, or distribute tobacco products, including e-cigarettes, at any time during the event. I will not possess, use, or distribute any illegal drug or drug paraphernalia, including marijuana regardless of the legality in the hosting state.

I will not commit any illegal act. I understand that vandalism, disturbing the peace, or other inappropriate behavior as determined by the adult leadership in accordance with the youth leadership will not be tolerated. I understand that

I will have to pay for any damage that I cause. I understand that no gambling is allowed, except for fundraisers approved by the adult leadership.

As NFTY is a community that I want to keep safe and free of violence, I will not bring or use any weapons, firearms, or anything that may be construed as a weapon.

As NFTY is a community of teens that respect and appreciate the adult leadership and each other, I agree to abide by any additional rules, pertinent to a specific Event, which may be announced, and to accept the consequences of their violation.

I understand that elements of this brit apply from the time I leave home for the event, during the event itself, and until I return home after the event. Some elements include behaviors and expectations between events.

My signature, and the signature of my parent or guardian, on the attached Health and Safety Form for Union for Reform Judaism Youth Programs, affirms my agreement to the rules and policies of NFTY and this B'rit K'hilah.

Signature of Applicant

Date

Signature of Parent

Date

PLEASE EMAIL THIS SIGNED FORM NO LATER THAN June 5, 2019 TO:

NFTY-GER Cabinet Application - your name

nftyger@urj.org

Application Questions

Please answer the following questions as completely as possible and send them along with the rest of your application to nftyger@urj.org no later than Wednesday, June 5, 2019. In an attempt to uphold the legitimacy of the appointment process, we ask that you refrain from sharing details that will make it obvious who has answered each question where possible. For example, you can share a position you have held in your youth group, but please do not write your TYG name, or you can share a club you are involved with but please do not say the name of your school, etc. Any links or examples of past work that you share will not be reviewed until after the blind first round review is completed.

REMEMBER, many of the Cabinet positions will be the chairperson of a committee. Committees are opt-in experiences in which a person can give as much time and effort as they are able and there is work to be done. They can serve the region in a variety of capacities both in and out of regional events. They will also be encouraged, but not be required, to attend regional kallot.

General Questions for ALL Applicants:

1. Please list any leadership experience you have had both in and out of NFTY.
2. Describe techniques you use to prioritize your time.
3. What else do you want us to know that you haven't already shared as a part of this application?

Program Coordinator Questions:

1. Why are you applying for this position?
2. How will you ensure you and your co-chair(s) are effectively tracking all supplies throughout the year?
3. How will you ensure that you remain an active participant at events and don't spend all of your time doing program set-up?
4. Share some ideas you have to make board intros more engaging to the larger group.

Social Action Chair Questions:

1. Why are you applying for this position?
2. Describe your experience with leading social action events and programs.
3. How do you plan to integrate and expand on what is already happening at the local level and engage the rest of the region in some key projects this year?
4. How will you work with a committee to enhance the work of both you and the Regional Social Action VP?

Head Songleader Questions:

1. Why are you applying for this position?
2. What experience do you have songleading?
3. How do you intend to increase spirit and enthusiasm through song during t'fillah and song session?
4. What is your instrument of choice (guitar, voice, etc) and how long have you been practicing?
5. How will you work with the songleading committee to ensure all people interested in songleading have a chance throughout the year?
6. Please share a link to a video of you playing and/or singing one song of your choice and teaching one Jewish song of your choice (this can be 2 separate links if easier for you).

Technology Chair Questions:

1. Why are you applying for this position?
2. What skills or experience do you have with creating visual aides? (feel free to also share an example of a past visual aide you have created)
3. What experience do you have setting up and running audio visual equipment?
4. Describe a time when technology didn't work how you wanted it to and what you did to solve the problem.

New Member Chair Questions:

1. Why are you applying for this position?
2. What previous experience do you have creating and leading programs?
3. What experience do you have with making others feel welcomed into a community?
4. What do you think makes a Big/Little program successful and why?
5. What ideas do you have to improve the new member experience at NFTY-GER events?

Kehillah Chair Questions:

1. Why are you applying for this position?
2. What previous experience do you have creating and leading programs?
3. Describe a time when you know you were able to help shape someone else's experience.
4. What are some ideas you have for optional free time activities?
5. Describe the best bunk bonding activity you have experienced and why.

NFTY678 Chair Questions:

1. Why are you applying for this position?
2. How is an event for 11-13 year olds different from an event for 14-18 year olds?
3. What are other ways we can engage 11-13 year olds throughout the year?
4. How will you work with a committee to enhance the work of both you and the Regional Recruitment VP?

High School Engagement Chair Questions:

1. Why are you applying for this position?
2. What ideas do you have for improving recruitment in NFTY-GER?
3. What resources do you think would help enhance recruitment within URJ member congregations?
4. We are looking to bring back an old habit of joining temples in programming they are already doing. Describe what this looks like to you.
5. How will you work with a committee to help enhance the work of both you and the Regional Recruitment VP?

Fundraising Chair Questions:

1. Why are you applying for this position?
2. What experience do you have in fundraising?
3. Please describe up to 3 potential fundraisers you would want to bring to GER. (The ideas can be for both in and out of regional kallah, though should not include ideas for merchandise)
4. How will you work with a committee to enhance the work of both you and the Regional Financial VP?

Shuk Manager Questions:

1. Why are you applying for this position?
2. What experience do you have with graphic design?
3. What advertising and sales experience do you have?
4. What ideas do you have for new merchandise items?
5. Please share a link to 1 graphic design project you've done in the past or an idea you have for new merchandise.

Photography Chair Questions:

1. Why are you applying for this position?
2. Describe any experience you have with graphic design and/or putting together publications. (feel free to share an example of your past work)
3. **MA-GER-ZINE ONLY** - What ideas do you have to enhance Ma-GER-Zine?
4. **YEARBOOK ONLY** - What ideas do you have to enhance the yearbook?
5. How will you ensure there are enough pictures to choose from at each event while still finding ways to participate?

Video Chair Questions:

1. Why are you applying for this position?
2. What experience do you have creating video clips for recruitment and branding purposes? (feel free to share an example of past work)
3. How will you ensure there is enough video to choose from at each event while still finding ways to participate?
4. What kind of camera can you bring to events?