

TAS AVODAH PROGRAM DESCRIPTION AND RULES

2019-2020/ 5780

The TAS Avodah program is designed to provide students in 8th through 12th grades an opportunity to help our Temple by volunteering their time. In turn, scholarship opportunities may be awarded to students who make a significant investment of time.

Eligibility:

1. The Avodah program is open only to TAS students in 8th through 12th grade. Priority is given to those enrolled in an approved religious school program.
2. All participants must submit an application which has been signed by both the student and his/her parent or guardian. A new application must be submitted each year.
3. Appropriate behavior will be required to both to remain in the program and to receive a scholarship. Inappropriate language, dress or behavior will result in suspension from the program and termination of eligibility to receive a scholarship.
4. If a student accepts an assignment, does not appear for the assigned task and does not call or email, the student may be placed on program probation. Subsequent occurrences of a student failing to appear for their assignment may result in the student being suspended from the program.

Opportunities to contribute:

Avodah program participants have a wide variety of opportunities to earn hours towards scholarships. Examples of these opportunities include:

- a) Assisting religious school on a weekly basis as a teaching assistant
- b) Assisting at a TAS, Sisterhood, or MoTAS event, such as the Purim Carnival, Cantor's Concert, the holiday boutique, onegs, Shababeque, etc.
- c) Babysitting during Temple events.
- d) Photographing Temple events.
- e) Students are encouraged to suggest other ways of helping which are not currently on the list.

Assisting at TAS Events:

Students interested in assisting at a particular Temple, Sisterhood, and/or MoTAS event should email the Avodah chair to determine the availability and nature of volunteer opportunities at that event.

Teaching Assistants:

1. Teaching Assistants (TAs) are assigned to a teacher by the Director of Education for the duration of the school year. However, changes to TA assignments may be made during the school year as at discretion of the Director of Education.
2. TAs are normally expected to assist their assigned teacher every week, but, upon approval of the Director of Education, they may be allowed to work out alternative arrangements with their teacher.

3. Teachers count on their TAs for assistance, therefore if a TA cannot be at religious school on a day their teacher is expecting them, the TA is responsible for notifying both the Director of Education and their teacher as far in advance as possible so that the teacher can make any necessary accommodations.

Accumulating hours:

1. Avodah hours may be earned on an annual basis from July 1st through June 30th each year.
2. ***Hours worked in a given year do not carry over to any other year.***
3. A maximum of 8 hours can be earned on any one day.
4. ***Students are responsible to provide a written record of work performed.*** Hours will not be awarded based on verbal notification or notification by a parent.
5. Students providing assistance on a weekly basis (teaching assistants) must fill in their hours worked on the Teaching Assistant's sign-in sheet posted in the religious school office. Students who forget to record their hours will **not** receive credit for those hours!
6. Students working any non-weekly task must submit written record with their name, the event, date, and number of hours worked in order to receive credit. This written record can be either using one of the paper forms in the Avodah box in the religious school office. Or via email to the Avodah chair at TAS.Avodah@gmail.com. Filled out paper forms should be left in the Avodah box. Students who do not turn in a written record of the hours worked in a timely fashion will **not** receive credit for those hours!

Funding:

Significant funding for the Avodah program is provided by Sisterhood. Funding also comes from MoTAS and from donations of TAS members. Parents and grandparents are encouraged to support our Teaching Assistants by making tax-deductible donations to the Avodah program.

Sisterhood has a page on their website where the Avodah rules, application, and scholarship redemption request form can be obtained. Go to www.tassisterhood.org, and look for Avodah under the Mitzvot menu option.

Scholarship Awards:

1. Avodah scholarships are a means of saying thank you to students who volunteer a **significant** number of hours on behalf of the TAS community. They should not be considered payment for work performed. This is why Avodah hours do not carry over from year to year.
2. Avodah scholarships are intended to enrich and enhance the Jewish education and experience the students receive at TAS. They may only be used for Jewish activities such as:
 - Jewish camps,
 - NFTY/Ulpan/Kibbutz trips to Israel
 - Tuition towards programs through Hebrew High School or the BJE
 - The TAS L'Taken trip
 - Other Jewish camp/trip/tuition approved by the Director of Education
3. Scholarships will be distributed directly to the program for which they are being applied. They will not be distributed to the student or to the student's parents.
4. Scholarship awards can be used in the year awarded or in succeeding years.
5. Scholarship Award levels:
 - a) 40 hours required to earn a scholarship of \$200
This scholarship is only available to first-time Avodah students.
 - b) 50 hours required to earn a scholarship of \$250
 - c) 60 hours required to earn a scholarship of \$300
6. Scholarships must be requested by June of the student's senior year in high school. Their families must be members of TAS in good standing at the time the request is made.
7. Requests for distribution of scholarships should be submitted to the Avodah Chair using the Avodah scholarship request form. Blank forms are available in the Religious school office or online at <https://www.tassisterhood.org/avodah.html>. Completed forms may be left in the Avodah box in the Religious School office or sent via email to the Avodah Chair.
8. Students sometimes want to use awards to help pay for a program whose fees are due before the necessary hours to earn an Avodah scholarship have been completed. Summer programs will usually wait on final payment if the situation is explained. Students who know they want to use a scholarship early are encouraged put in lots of volunteer hours at the beginning of the year.

Avodah is a Religious School program and the Director of Education has final say on any questions that may arise. The Avodah chair administers the program and any questions or issues should initially be directed to her. The Avodah chair is Jackie Zev. She can be reached at TAS.Avodah@gmail.com or (818)832-9099