



Madrikhim Program 2019-2020

Dear Prospective Madrikhim,

The Polsky Religious School (PRS) is now accepting madrikhim applications for the 2019-2020 school year.

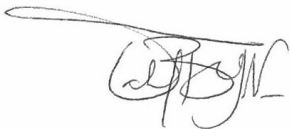
This program invites teens such as you (9th-12th grade students) to serve as teaching assistants in our religious school or to help with programs on Shabbat. In order to be a madrikh (boy) or madrikha (girl), your parents/guardians must be members of Congregation Beth Shalom, and you must be a student at either the Polsky Religious School or the Hyman Brand Hebrew Academy. *Most importantly, however, you must demonstrate a level of maturity that is appropriate to the level of responsibility the job entails.*

As a madrikh(a), you would help in a classroom on a weekly basis, work with small groups of children on specific concepts, assist in the office or Shabbat Kids' Club (monthly). Our teachers' value and rely on their madrikhim, as your presence in their classrooms enables them to be more effective teachers.

Madrikhim will meet with Hazzan Tahl Ben-Yehuda periodically throughout the year, immediately after religious school, to reflect on your role in the classroom, address any challenges as they arise, and to learn how to be leaders in the classroom. Returning madrikhim are encouraged to take on more of a leadership role in their classrooms, working more closely with teachers as they become more and more experienced.

In order to be a madrikh or madrikha, please fill out the application form, and **return it to the office by AUGUST 11, 2019.** (You can mail application to Becca Levine, 14200 Lamar Ave, OP KS 66223 or blevine@bethshalomkc.org) Please note that there are a limited number of positions available and preference will be given on a first-come/first-served basis and to those who are available to work the entire school year.

L'Shalom,



Hazzan Tahl Ben-Yehuda
Director of Congregational Learning

Madrikhim Job Descriptions

2019-2020

Position	Day & Times	Description
Classroom Assistant <i>Primary: K-2nd grades</i>	Sunday, 10:00 – 12:15	The Madrikhim helping in these grades will assist the teacher with various activities. These activities include, but are not limited to: art, cooking, Hebrew, music, library, written activities, and snack.
Classroom Assistant <i>Grades 3rd-5th</i>	Sunday, 10 a.m.--12:15 and/or Wednesday, 4:15 - 6:15 p.m.	Madrikhim are needed to assist the classroom teachers in grades 3-5. They will be expected to participate in <i>Tefillot</i> and assist with a variety of activities as well as work with small groups of students. <u>Note:</u> Assistants in 3rd-5 th grades will be working in the Hebrew Lab during the first hour of each session and must have very good Hebrew skills.
Shabbat Kids' Club Assistant <i>Shabbat Kids' Club on Shabbat-once a month</i>	Saturday, 11:00 – noon	Shabbat Kids' Club is a "Jr. Congregation" program for children in grades K-3. Madrikhim assist with services and occasionally lead the service. As an assistant you would promote participation in the service. This is a monthly program that could fit your schedule if you are not available every week.

Please consider your outside/extracurricular activities when selecting a time to work.

9th & 10th grade PRS students should remember to apply for Shabbat or Wednesday positions only.

We will first place those students who are able to work for the entire year.



Polsky Religious School
 14200 Lamar, Overland Park, KS 66223 * 913-647-7286



Madrikhim Program

Compensation Policy, 2019-2020

Revised: May, 2017

Madrikhim are 9th -12th grade students (Congregation Beth Shalom members) who work in the school/building as assistants to the teachers or assist in programs on Shabbat. These students are compensated for each session they work. Their compensation can be taken in one of three methods:

- *Work Scholarship* program
- Record their hours and apply them to their community service commitment
- Monthly paycheck

The compensation per session is the same regardless of the method of payment. All Madrikhim "*sign-in*" each time they work. Madrikhim are expected to work in the school for either the full year, or part of the year, with approval from the Director of Congregational Learning. Compensation is based on the following scale:

9 th Grade	\$10 <i>per session</i>
10 th Grade	\$11 <i>per session</i>
11 th Grade	\$12 <i>per session</i>
12 th Grade	\$13 <i>per session</i>

Work Scholarship Policy

When a Madrikh(a) chooses to participate in the **Work Scholarship** program he/she is required to sign in each time he/she arrives to work. Compensation is kept "on account." When the Madrikh(a) desires to withdraw funds, he/she is required to fill out a work scholarship request form which can be obtained by request in the school office.

The funds are then paid directly to the approved program.

Money earned during the year can only be used for an approved youth activity or program. The following is a current list of approved programs we support with work scholarship:

<i>USY Kinnus</i>	<i>USY International Convention</i>	<i>Ramah Seminar in Israel</i>
<i>CMT</i>	<i>Kadima Kinnus</i>	<i>Camp Ramah</i>
<i>USY Israel Programs</i>	<i>Camp Herzl</i>	<i>March of the Living</i>
<i>USY Spring Kallah</i>	<i>USY Winter Shabbaton</i>	<i>Young Judea Camp</i>
<i>Alexander Muss Summer High School Program</i>		
<i>NATIV post High School Program in Israel</i>		
<i>Local USY and Kadima programs</i>		
<i>10th grade Confirmation Trip</i>		

*** Exception to Policy: Seniors (12th graders)**

*If a senior Madrikh(a) is working in the school/building and has a proven track record, then they can have access to all of their funds, to attend a qualified program during their senior year.

Money remaining in the Work Scholarship account at the end of 12th grade.

If at the end of their 12th grade year there is money left in an account, one of the following will occur:

- The money can be withdrawn from the work scholarship account. When this occurs, taxes are paid before the check is issued to the student who participated in the Madrikhim Program. (Please note: tax forms will need to be filled out in order for this to take place.)
Or
- The money can be transferred to an established or new Passport to Israel Fund for the Madrikh(a) who participated in the program, which is administered by CAJE and managed by the Jewish Community Foundation. As per the guidelines of the Flo Harris Passport to Israel Program, funds may be accumulated and used until the person reaches the age of 25.
Or
- **If no decision is made, the money will be returned to the Polsky Religious School.**

Please Note: Work Scholarship Funds are NOT transferable to siblings or other relatives.

Community Service Policy

May 15, 2003 Revised: April 1, 2006

Madrikhim choosing to be compensated with Community Service hours are required to sign, date, and enter the times worked onto their page in the Madrikhim Payroll book each time they arrive. The Religious School Coordinator will be available to sign any forms necessary for proof of community service performed.

Payroll Policy

Madrikhim choosing to receive a paycheck as a form of compensation will be required to complete all required payroll tax forms including a W4 Federal, KS, and 19 (*including copies of the required ID.*). These are subject to change along with federal guidelines. **NO paycheck will be released until all tax forms are completed and turned into the school office.**

Madrikhim receiving a paycheck are required to sign the Madrikhim Payroll book each time they work.

Madrikhim paychecks will be mailed every 4 weeks.



POLSKY RELIGIOUS SCHOOL

**Madrikhim Application
2019-2020**

Please return to the school office by **August 11, 2019**

Name of Applicant		Grade in Fall	Age
Address,		City	State & Zip
Home Phone#	Madrikhim's Cell Phone#	School	
Your Email Address		Parents Email Address	

Parent's Signature

_____ I have reviewed the enclosed Compensation Policy and wish to be compensated thru:
(Initial)

(Choose only 1):

- _____ Work Scholarship
- _____ Community Service
- _____ Paid Position *(Must fill out W-2 & 19 tax forms)*

_____ I understand that I will be required to attend up to five meetings and/or training
(Initial) sessions as a participant in the Madrikhim Program.

By selecting a day to work, I am committed to working the entire year in that position. (see attached calendar)

Please indicate the day you desire to work in order of priority (**1st, 2nd, 3rd**):

- _____ Shabbat (9:30 AM - noon) _____ Shabbat (11-noon once a month)
- _____ Sunday (10 a.m. – 12:15 for PRS students in 11th & or 12th grade or HBHA students in grades 9th -12th only)
- _____ Wednesday (4:15 - 6:15 PM)

Please list your **1st, 2nd and 3rd** choices from the jobs listed.
Circle the grade level you would like to work with.

_____ **Classroom Asst.** (K, 1 or 2 on Sun.) _____ **Tots for Torah** (Shabbat)

_____ **Classroom Asst.** (Grades 3, 4, 5 or 6 on Sun.) _____ **Shabbat Kids' Club.** (1 Shabbat/mo.)

_____ **Classroom Asst.** (Grades 3, 4 or 5/6 on Wed.)

_____ **Babysitting Asst.** ((Sun. and/or Wed)