



## Madrikhim Program 2016-2017

Dear Prospective Madrikh(a),

The Polsky Religious School (*PRS*) is now enrolling students for the 2016-17 Madrikhim Program. This program invites teens, such as yourself, (8<sup>th</sup>-12<sup>th</sup> grade students) to serve as “teaching assistants” in our religious school or to help with programs on Shabbat. In order to be a Madrikh(a), you must be **a member of Congregation Beth Shalom and a student in good standing at the PRS or the Hyman Brand Hebrew Academy.**

As a Madrikh(a) you could help in the classroom, work with small groups of students, assist in the office, Tots for Torah on Shabbat or Shabbat Kids’ Club (once a month) on Shabbat. Our teachers value and rely on their “Madrikhim”, as your presence in their classrooms enables them to be more effective teachers.

In order to be a Madrikh(a), you must commit to five one-hour sessions with me, the first of which will be held on Monday, August 21, at 4:30 p.m. The rest of the dates are: October 16, November 13, December 11 & January 22. At these sessions, you will be trained in the arts of classroom management, lesson planning, student relations, communication and leadership. These sessions are not paid, but you can receive community service hours for them. They will be held after Sunday School from 12:30-1:30 with food provided.

When you choose to participate as a Madrikh(a), you will be expected to commit to work for the specified time period listed on the application. Please consider your extracurricular activities when signing up. **Once you are assigned to a class, it is important for you to be here for the school year.** You will be compensated in one of the ways listed below.

1. Work Scholarship
2. Community Service
3. Paid Positions

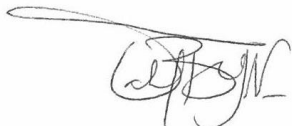
|   |   |   |
|---|---|---|
| <i>Compensation Rates:</i><br>(2016-17) | 8 <sup>th</sup> grade = \$9 per session   | 11 <sup>th</sup> grade = \$12 per session |
|   | 9 <sup>th</sup> grade = \$10 per session  | 12 <sup>th</sup> grade = \$13 per session |
|   | 10 <sup>th</sup> grade = \$11 per session |   |

If you are interested in participating in the Madrikhim Program, please fill out the enclosed application form, and return to the school office by **July 8, 2016**

Once I have your application, I will email you an Agreement to Work form.

**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 able to work the entire school year. If you have any questions, please feel free to contact me.**

Sincerely,

A handwritten signature in black ink, appearing to read 'Hazzan Tahl Ben-Yehuda', with a long horizontal line extending to the left.

Hazzan Tahl Ben-Yehuda  
Director of Congregational Learning

# Madrikhim Job Descriptions

## 2016-2017

| Position   | Day & Times   | Description   |
|--|---|---|
| <b>Classroom Assistant</b><br><i>Primary: K-2<sup>nd</sup> grade</i>                     | <b>Sunday, 9:30 – 12:15</b>   | 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.   |
| <b>Classroom Assistant</b><br><i>Grades 3<sup>rd</sup>-5<sup>th</sup></i>                | <b>Sunday, 9:30--12:15<br/>and/or<br/>Wednesday,<br/>4:15 - 6:15 p.m.</b> | 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.<br><u>Note:</u> Assistants in 3rd-5 <sup>th</sup> grades will be working in the Hebrew Lab during the first hour of each session and must have very good Hebrew skills. |
| <b>Tots for Torah</b><br><i>Childcare on Shabbat</i>                                     | <b>Saturday, 9:30 -- noon</b>   | Assistance is needed in our childcare room with young children while their parents attend Shabbat services. Playing, story-telling, and singing with the children are the usual activities for Tots for Torah.  |
| <b>Shabbat Kids' Club Assistant</b><br><i>Shabbat Kids' Club on Shabbat-once a month</i> | <b>Saturday, 11:00 -- noon</b>  | 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.***

***8th-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, 2016-2017***

*Revised: May, 2015*

Madrikhim are 8<sup>th</sup> -12<sup>th</sup> 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:

|                        |                         |
|------------------------|-------------------------|
| 8 <sup>th</sup> Grade  | \$9 <i>per session</i>  |
| 9 <sup>th</sup> Grade  | \$10 <i>per session</i> |
| 10 <sup>th</sup> Grade | \$11 <i>per session</i> |
| 11 <sup>th</sup> Grade | \$12 <i>per session</i> |
| 12 <sup>th</sup> 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:

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

**\* Exception to Policy: Seniors (12<sup>th</sup> 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 12<sup>th</sup> grade.***

If at the end of their 12<sup>th</sup> 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 I9 (*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  
2016-2017**

Please return to the school office by **July 8, 2016**

\_\_\_\_\_  
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**

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

**(Choose only 1):**

\_\_\_\_\_ Work Scholarship

\_\_\_\_\_ Community Service

\_\_\_\_\_ Paid Position (Must fill out W-2 & I9 tax forms)

\_\_\_\_\_  
(Initial) I understand that I will be required to attend up to five meetings and/or training 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.**

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

\_\_\_\_\_ Shabbat (9:30 AM - noon)

\_\_\_\_\_ Shabbat (11-noon once a month)

\_\_\_\_\_ Sunday (9:30am – 12:15 for PRS students in 11<sup>th</sup> & or 12<sup>th</sup> grade or HBHA students in grades 8<sup>th</sup> -12<sup>th</sup> 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.** (grade 3, 4, or 5/6 on Sun.)

\_\_\_\_\_ **Shabbat Kids' Club.** (1 Shabbat/mo.)

\_\_\_\_ **Classroom Asst.** (grade 3, 4 or 5/6 on Wed.)