



Temple Shalom Sisterhood Manual

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Purpose - To provide a resource for Sisterhood policies and procedures, and information to help with communicating and scheduling events.

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Specialized Board Member Responsibilities

Revised 6/12/2022

PRESIDENT(S)

- Serve as an ex-officio member of all Committees except the Nominating Committee.
- Represent our Sisterhood at District and WRJ meetings and on the Temple Board of Trustees with voting privileges as provided in the By-laws of Temple (in the event of Co-Presidents, they share a single vote)
- Preside at all meetings of the general membership of the Sisterhood, the Board and the Executive Committee
- Guide the Board to set and fulfill goals of service to the Temple, Sisterhood, the District, WRJ and the general community
- Authorize all expenditures paid by Sisterhood In addition, the bank statements will be reviewed with the Treasurer on a monthly basis
- Serve as the liaison to the Clergy
- Provide leadership development opportunities for the Board

VICE-PRESIDENTS

- Supervise and coordinate the activities of the committee chairpersons in their respective departments
- Report on past and upcoming events to the executive board
- Attend board meetings
- Perform such other duties as may be assigned to them

DIRECTORS

- Assist and support a Vice President in her assigned duties for the duration of her term
- Serve on the Executive Committee
- Attend board meetings

IMMEDIATE PAST PRESIDENT(S)

- Is a voting member(s) of the Executive Committee
- Serve as advisor and act as a resource person for the President(s)

CORRESPONDING SECRETARY

- Attends to all correspondence for Sisterhood as instructed by the President(s), Executive Committee or the Board
- Basic Computer Skills are required, mail merge skills are helpful
- Oversees Sisterhood's bulk mailings, coordinating our needs with the Administrative Office one week in advance, and ensuring that our mail is delivered to the Arapaho Post Office (See Ins and Outs of Temple Shalom document for more detailed information)
- Sends cards to all Sisterhood members who are on the Mi Shebeirach list
- Contacts the B'nei Mitzvah families in regard to sponsoring an Oneg Shabbat.

RECORDING SECRETARY

- Records minutes at all Executive Board and General Board Meetings
- Within one week of a meeting, sends the minutes to the Board for corrections,
- After final corrections are received and made, revised minutes are sent to all executive board members

- Keeps approved minutes in a notebook (or online file) to give to next person who holds this position

FINANCIAL SECRETARY

- Responsible for membership spreadsheet, including updating and reporting
- Gathers membership checks from Temple office and makes bank deposits
- Reports deposit details by budget category to treasurer
- Handles funds collected at Sisterhood events
- Notifies the "Friday Night Wine and Cheese" chairperson when a check from the sponsoring family has been received, letting her know the name of the child, the spelling of the person(s) sponsoring the reception, and whether or not there will be 25 guests or more who are coming (copies the Corresponding Secretary)

TREASURER

- Works closely with the Financial Secretary regarding collection of membership dues
- Presides over the budget committee during Sisterhood's annual budget process
- Prepares a monthly budget report to be distributed and discussed at monthly Board meetings
- Oversees all received funds, makes bank deposits, and disperses payments according to the Sisterhood budget (disbursements up to \$100 can be approved by the President(s); disbursements over \$100 must be approved by the Board)
- Oversees the Woman of Valor event income and expenses, including tribute book ads and silent auction transactions
- Distributes the appropriate funds to Temple Shalom and WRJ on an annual basis

ESCHMOOZE EDITOR/WEBMASTER (SEE PROCEDURES DOCUMENT FOR MORE DETAILS)

- Communicates information regarding all upcoming Sisterhood events to Sisterhood members, all female Temple members, the Temple Executive Board, and administrative staff
- Collects information on Sisterhood activities from committee chairs
- Designs and publishes the monthly eSchmooze and periodic blasts, along with updating the Sisterhood portion of the Temple website
- Maintains updated email addresses for the groups listed above and researching members' inquiries.
- Acts as liaison to Temple Administrative Secretary, providing the most current information available for Sisterhood events

TRADITIONS SHOP MANAGER

- Plan and coordinate Traditions shop hours and special events including but not limited to trunk shows, speakers, sales, no-tax days
- Work with Traditions buyer to ensure a wide selection of merchandise available in the shop
- Work with Traditions treasurer to know what an appropriate expenditure might be for merchandise, office equipment, payment systems, etc.
- Coordinate with Traditions marketing manager to promote all advertising within Temple, including publication within the eSchmooze, monthly Temple bulletin, weekly Temple email, Traditions' Face book page and Traditions' website
- Coordinate and run the Traditions' Steering Committee meetings
- Report to the Sisterhood board on Traditions, including special events

PARLIAMENTARIAN

- Make sure the meeting runs smoothly.
- Make sure the motions are discussed in their correct order.
- Limit non issue business and member's discussion.
- Help the meetings start and end on time.

COMMITTEE MEMBER RESPONSIBILITIES

Membership Committee

The Vice-President of Membership organizes a committee which invites any female Temple member to become a part of Sisterhood. Throughout the year the Membership Committee will invite any new female Temple member to join Sisterhood. This committee coordinates with the Financial Secretary to see that a Membership Application is sent to every female Temple Shalom congregant around the first of June (either on-line or via mail.) New Sisterhood members are contacted by this committee to extend an official welcome. Someone from this committee attends Sisterhood functions to sign up members.

The Membership committee may opt to organize a phone-a-thon several weeks prior to the annual Paid-Up Dinner to invite any women who have not joined Sisterhood at that time to please do so. The Membership Committee organizes a New Member Coffee on or near the first day of religious school, where women are encouraged to join Sisterhood. Membership forms are available that day and payment will be accepted.

Nominating Committee (For Executive Board Members)

This committee is chaired by the Immediate Past President. In the event of Co-Presidents only one will serve on the nominating committee. See By-laws for further information.

Scholarship Committee

This person represents Sisterhood on the Temple Shalom Scholarship Program committee. See Youth Scholarship Section in Policies for details.

Traditions Steering Committee

The Steering Committee meets each month to discuss new merchandise, upcoming publicity, and the shop's financial status. An appointed Sisterhood liaison is required to attend these meetings (usually the VP of Events). A monthly report, including financial updates, shall be provided to the Sisterhood Board.

Woman of Valor Nomination Committee

The committee to select the Woman of Valor shall be chaired by the current Woman of Valor. The Sisterhood President(s) shall serve on the committee. The Committee Chairperson and the Sisterhood President(s) shall appoint three additional Sisterhood members to serve on the committee. The Vice President and Director of Events should not be members of the WOV nominating committee. A person may serve on the nominating committee for no more than two consecutive years.

Eligibility for Woman of Valor shall be determined by the committee, based on but not limited to Sisterhood involvement, Temple involvement, and community involvement. The committee shall select the Woman of Valor in time for the recipient to be announced at the October paid up dinner. The event chairperson organizes a committee to ensure the success of this event. Past honorees,

regardless of their Temple affiliation, will be invited. A gift shall be purchased for our Woman of Valor and shall be presented to her at the event. The amount of the gift provided by the WOV charity of choice is provided for in the current budget.

WRJ YES (Youth/Education/Special Projects) Fund Committee

This chairperson helps us to meet and surpass our yearly obligation of \$5 per member to the YES Fund. *The YES Fund is the largest and longest running project of WRJ. Every Sisterhood affiliated with WRJ is asked to give to this fund to support projects such as scholarships for youth, as well as for rabbinic and cantorial students, funds to support the Religious Action Center in Washington DC and projects to strengthen Reform Judaism around the world. Funds for this wonderful cause can be raised through a variety of methods.* Additionally, individual Sisterhood members can choose to make personal contributions at various levels to the YES Fund at an annual event planned by the chair. This can be a joint event with other DFW Sisterhoods participating. Should YES income exceed expenses (including the \$5 per member contribution) in a fiscal year, the YES profit will be sent to WRJ as an added contribution to the YES Fund. The YES Fund Chairperson will be responsible for calculating the amount and submitting the check request to the treasurer in June each year.

The B'nei Mitzvah Process - If the Corresponding Secretary does not hear back from the family about sponsoring the Oneg, she calls to ask about their plans and approximate number of guests. When a sponsor's check has been received, the Financial Secretary communicates this information to the Oneg Chairperson and the Corresponding Secretary. The Chairperson prints the sign with the sponsor's name to display by the food on the night of the reception. The Corresponding Secretary notifies the Clergy Assistant so that she can include the sponsor's name in the Friday Night Service Program. The sponsoring family may also choose to cater the reception on their own; however, these arrangements must be made in advance through the Temple administrative office.



TEMPLE SHALOM SISTERHOOD DALLAS, TEXAS BY-LAWS

Date: 1992 Revised: August 2022

ARTICLE I - NAME

This organization shall be known as Temple Shalom Sisterhood of Dallas, Texas (herein referred to as "Sisterhood").

ARTICLE II – OBJECT AND AFFILIATIONS

The mission of this Sisterhood is to inspire the women of Temple Shalom, Dallas, Texas (herein referred to as Temple.) to build enduring relationships with Torah, Reform Judaism and each other through education, service, and support to the temple and broader community. The Sisterhood shall be affiliated with WRJ, which is the women's agency of the Union of Reform Judaism, and automatically shall include membership in Women of Reform Judaism Southwest District (herein referred to as "Southwest District").

ARTICLE III - MEMBERSHIP AND DUES

Section 1 Any woman, who is a member of Temple, shall be eligible for Sisterhood membership. Any woman who is not a member of Temple shall be eligible for membership for one year only, after which time she shall join the Temple in order to continue her Sisterhood membership. This option is available for one time use to women who have never been members of Temple. A resignation from the Temple automatically constitutes a resignation from the Sisterhood at the end of the Sisterhood fiscal year.

Section 2 Dues shall be assessed and approved by the Sisterhood Board, payable June 1. New members joining after March 1 shall not be assessed any additional dues for the interim between then and May 31 of the following fiscal year. Dues will not be otherwise prorated.

Section 3 The fiscal year shall be from June 1 to May 31 inclusive.

Section 4 Any woman who is a member in good standing of another Sisterhood affiliated with WRJ, with dues paid for the current fiscal year, shall be admitted to membership without payment of dues until the beginning of the next fiscal year.

Section 5 Honorary memberships shall be provided to the following women: Clergy/Senior Staff or their Spouse and the Kitchen Coordinator. Additional honorary memberships shall be designated by the Executive Committee and recipients so notified.

Section 7 The Sisterhood shall pay annual dues to WRJ in the amount established by WRJ.

Section 8 The Sisterhood shall pay annual per member dues to the Southwest District.

ARTICLE IV - OFFICERS, DIRECTORS, AND THEIR DUTIES

Section 1 The officers of this Sisterhood shall be President or Co-Presidents, and up to four Vice Presidents who shall have specified departments. Additional officers are Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Parliamentarian, up to four Directors and Immediate Past President(s).

These officers, other than immediate past president(s), shall be elected for two fiscal years. The office of Treasurer may be nominated for one (1) additional successive year for a total of three (3) years with the approval of the Executive committee excluding the vote of the current Treasurer. The President(s) shall advise the nominating committee of this option.

The duties of the officers shall be as specified in these By-laws and in the Parliamentary Authority adopted herein.

A) The **President(s)** is/are an ex-officio member of all Committees except the Nominating Committee.

B) The **President(s)** shall have one vote to represent the Sisterhood at District and WRJ meetings and on the Temple Board of Trustees with voting privileges as provided in the By-laws of Temple. In the event of Co-Presidents, they share a single vote.

C) The **President** or one of the Co-Presidents will preside at all meetings of the general membership of the Sisterhood, the Board and the Executive Committee.

D) The **President(s)** will guide the Board to set and fulfill goals of service to the Temple, Sisterhood, the District, WRJ and the general community.

E) The **President** or one of the Co-Presidents will authorize all expenditures paid by Sisterhood. In addition, the bank statements will be reviewed with the Treasurer on a monthly basis.

F) The **President** or one of the Co-Presidents will be the liaison to the Clergy.

G) The **President(s)** will provide leadership development opportunities for the Board.

Section 2 The **Vice-Presidents** will supervise and coordinate the activities of the committee chairpersons in their respective departments and to perform such other duties as may be assigned to them.

Section 3 The **Recording Secretary** will record minutes at all Sisterhood meetings; she shall take roll of attendance at Board Meetings. She shall make available to the President(s) as soon as possible following each meeting a valid copy of the minutes of each meeting. These minutes will then be sent/distributed to the Board prior to the next meeting. She shall be the custodian of all records, books and papers.

Section 4 The **Corresponding Secretary** will attend to all correspondence of the Sisterhood as instructed by the President(s), Executive Committee or the Board.

Section 5 The **Treasurer** will receive all funds of the Sisterhood. She shall deposit and disburse them as directed by the Sisterhood Budget. She may make disbursements up to \$100.00 on order of the President(s). She may also make disbursements over \$100.00 when approved by the Board. The Treasurer may reimburse only after the President has authorized each expenditure.

Neither the President nor the Treasurer shall write a check to themselves. The Treasurer shall keep an itemized account and shall present a report at each regular board meeting and at least one general meeting. As treasurer-elect, she shall preside as Chairperson of the Budget Committee.

The **Treasurer** will present the proposed budget to the Executive Committee and the Board for approval prior to the new fiscal year. She shall present a year-end report at the beginning of the following fiscal year, which has been reviewed and approved by a Temple member who is not currently serving on the Sisterhood Board, to be appointed by the President(s).

Section 6 The **Financial Secretary** will handle dues collection and additional funds collected at Sisterhood events. She will deliver all funds to the Treasurer with supporting documents. She shall ensure all dues payments to the Temple are credited to Sisterhood. She shall keep a current list of all names, addresses and email addresses of all members of Sisterhood.

Section 7 Each **Director** shall assist and support a Vice President in her assigned duties for the duration of her term and serve on the Executive Committee.

Section 8 The **Immediate Past President(s)** is/are a voting member(s) of the Executive Committee and serve(s) as advisor and act as a resource person for the President(s).

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1 The objective of the nominating committee is to slate the Executive Committee.

Section 2 The nominating committee selection process shall be initiated during the September Board meeting. The committee shall consist of seven members of the Sisterhood including: Immediate Past President, who shall chair the committee and select the remaining 6 members. Five of the appointments shall be members from the Board, and one appointment shall be from the general membership. The member from the general membership must have served on a Sisterhood committee during the past year.

In the event of Co-Immediate Past Presidents, only one shall serve as chair of the nominating committee. If the President is not nominated for a second year, she is ineligible to chair the Nominating Committee. If she is unable to serve, a preceding Past President shall be named.

Section 3 The President shall also select one alternate from the Board who attends and participates at all the Nominating committee meetings and votes if one of the members is not present.

Section 4 Requests for nominations for office and the name of the Nominating Committee chairperson shall appear in the September Sisterhood newsletter.

Section 5 The Nominating Chairperson must confirm that any potential candidate is a Temple and Sisterhood member in good standing. The Nominating Committee shall determine the candidate(s) for President and upon her /their acceptance, the nominee and presiding President may attend all subsequent Nominating Committee meetings. The presidential nominee(s) and current President have no voting privileges. Any person on the nominating committee who is under consideration to serve as an elected officer must recuse herself from discussion of that office. In addition, a committee member must recuse herself from discussion of positions for which someone from her immediate family is being considered for an Executive Committee position. Immediate family is defined as mother, wife, sister, child, stepchild, and grandmother including those of spouse or partner. The alternate will step in for this Nominating Committee member.

Section 6 The report of the Nominating Committee shall be presented at the February Board meeting and published in the March sisterhood newsletter.

Section 7 Following the presentation of the official slate at the spring general membership meeting, the Executive Committee shall be elected by a majority vote. There shall be no nominations from the floor. The new Board shall assume their duties for the ensuing year on June 1. Installation shall be at the discretion of the incoming President(s) in May or June following the May Board meeting.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the Elected Officers and Immediate Past President(s) of Sisterhood. It shall also consist of the Parliamentarian who is appointed by the President(s) and does not vote or participate in discussions. Other members of the Executive Committee include the Sisterhood newsletter editor and Sisterhood members who are officers and members of the elected Board of WRJ and/or the Southwest District as non-voting members.

Section 2 The Executive Committee shall meet a minimum of four times during each fiscal year from June through May upon notice of the President(s). Action proposed by the Executive Committee shall be recommended to the Board at the next meeting, or through email response, for approval except in cases of emergency. In case of an emergency, the Executive Committee may institute decisions immediately by a 2/3 majority vote.

Section 3 The office of any Executive Committee member who is absent without adequate excuse for more than three (3) Sisterhood Board meetings and/or Executive Committee meetings will be declared vacant by the Executive Committee. Excuses are at the discretion of the President(s).

Section 4 In the event of a vacancy, the Nominating Committee shall reconvene and make a recommendation to the President(s). The vacancy shall be filled by the President(s) and approved by the Executive Committee. The person so elected shall serve until the end of the unexpired term.

Section 5 Any woman who identifies as Jewish and is a current Temple and Sisterhood member in good standing shall be eligible to be a member of the Executive Committee.

ARTICLE VII – SISTERHOOD BOARD

Section 1 The Board shall consist of the Executive Committee as designated in these By-laws, Committee Chairperson(s), and Past Presidents. It shall have the power to transact the routine business of the Sisterhood.

Section 2 Any member in good standing of Temple and Sisterhood shall be eligible to serve on the Board as a chairperson.

ARTICLE VIII – COMMITTEES

Section 1 The committees of this organization shall be guided by the structure of WRJ.

Section 2 Committees shall be formed as directed by the Executive Committee and may be terminated by the Executive Committee at any time.

Section 3 The Chairperson and Co-Chairperson of all committees shall be appointed by the President(s) and Vice-Presidents. Committee Chairpersons come under the immediate jurisdiction of one of the Vice-Presidents, but their committees may be dissolved or interchanged among the Vice Presidents at the discretion of the President(s).

Section 4 Chairpersons of committees shall be Temple and Sisterhood members.

Section 5 The President(s) shall be an ex-officio member of all committees.

Section 6 The Budget Committee shall be co-chaired by the current Treasurer, or acting Treasurer, and the Treasurer-elect. Members of the committee shall include the current President(s), President elect(s), the Vice-Presidents elect and up to three advisors selected by the Treasurer-elect and President-elect. The budget committee shall meet yearly prior to the end of each fiscal year.

Section 7 The Surplus Funds Committee shall be created whenever the President(s) and Treasurer deem necessary. Members of this committee shall volunteer from the current Board who will, in turn, elect the chair. The Surplus Funds Committee reports directly to the President(s). Recommendations must be approved by the Board.

ARTICLE IX – MEETINGS AND QUORUMS

Section 1 In order to transact business of the Executive Committee, two-thirds (2/3) of the voting members must be present and voting.

Section 2 Thirty (30) percent of the Board members, including at least two (2) officers shall constitute a quorum at Board meetings.

Section 3 Regular meetings of this Board shall be held a minimum of five (5) times on the second Monday of the designated month unless otherwise ordered by the President(s). These meetings may be a combination of a Sisterhood Board Meeting and General Membership Meeting. These meetings may also include an Executive Board Meeting. Special meetings of the Board may be called at the request of the President(s). A special meeting of the board may be called upon the written request of five Board members.

Section 4 The Sisterhood shall hold a minimum of three (3) general membership meetings a year. The final spring meeting, in March or April, shall be designated as the annual meeting.

Section 5 Members present shall constitute a quorum at any general membership meeting of the Sisterhood.

ARTICLE X – DELEGATES

Section 1 Present or incoming Executive Committee members are eligible to attend as delegates to Southwest District Biennials and/or Interim Board Meetings. Names of delegates and alternates shall be submitted for approval to the Board by the President(s). Only members in good standing are eligible to be delegates.

Section 2 It is intended to provide adequate funds for delegates and officers of the Sisterhood, Southwest District and WRJ boards to attend Southwest District and WRJ Assemblies. It is the duty of the Budget Committee to recommend appropriate funding based on sound fiscal management for these expenditures to the Board for approval.

A) Funds for transportation, registration fees and hotel accommodations shall be allotted to the President(s) to attend WRJ Assemblies, Leadership Conferences, Southwest District Biennials, and/or Interim Board Meetings. In the event of Co-Presidents, funding will be provided for both Sisterhood President(s). In the event neither of the Co-Presidents can attend, the Executive Committee will select an alternate. Funding will be provided for the alternate when they have made a commitment to serve on the Sisterhood board for the following year.

B) Delegates or alternates attending WRJ Assemblies, Leadership Conferences, and/or Southwest District Biennials may be allotted funds for registration fees. Funds for transportation and hotel accommodations for delegates or alternates may be allotted at the discretion of the Board.

C) Sisterhood members who are Southwest District Chairpersons, elected delegates from the Southwest District Executive Board, and WRJ Board Members from Temple Shalom attending Southwest District Biennials may be allotted funds for transportation and registration fees at the discretion of the Board.

D) Any WRJ Board members and members of the Southwest District Executive Committee from Temple Shalom attending WRJ Assemblies and WRJ board meetings may be allotted funds for airfare, transportation to and from the hotel, and hotel accommodations and registration fees at the discretion of the Board. Funds may be allotted for registration fees and hotel

accommodations for any Board Member attending WRJ Assemblies at the discretion of the Board.

Section 3 The number of eligible delegates to the WRJ Assembly shall be based on the WRJ formula for representation

ARTICLE XI – FUNDS

Section 1 The fiscal year of Sisterhood shall conform to that of Temple Shalom – from June 1 to May 31.

Section 2 All funds of the Sisterhood shall be spent for the sole purpose of furthering the interests of the Temple, URJ, WRJ and its related programs, and Sisterhood budgeted projects.

Section 3 The financial records of Sisterhood and Sisterhood’s Judaica shop (Traditions) shall be compiled and reviewed at the end of the fiscal year by a Temple member in good standing.

ARTICLE XII – AMENDMENTS AND REVISIONS

Section 1 Amendments to these By-laws may be adopted at any general meeting by two thirds (2/3) vote of the members present, provided the proposed amendments have been approved by the Board and the general membership has been notified.

Section 2 No provision of these By-laws may be in conflict with the By-laws of Temple.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised, shall govern this Sisterhood in cases in which they are not inconsistent with these By-laws.

TEMPLE SHALOM SISTERHOOD POLICIES & PROCEDURES

Originally Prepared June 1997 - - - Revised August 2022

This *Policies and Procedures* document is for members of the Temple Shalom Sisterhood Board and defines Sisterhood positions and responsibilities. This document may be revised at any time by a majority vote of the Sisterhood Board.

GENERAL RESPONSIBILITIES OF BEING A BOARD MEMBER

1. Board member's responsibilities:

- Be on time.
- Pay attention.
- Avoid repeating points already made.
- Inform the chair if you have new business to discuss before the meeting.

2. Understand the structure of your Sisterhood and the relationship of chairs, Board members and officers of the Board.

3. If you are a Vice President, be sure that your chairs understand the line of authority and their responsibility to you. It is imperative that you take the responsibility for maintaining good communication with them, and attend their events whenever possible.

4. Be committed to the job you have accepted and always bear in mind that it is your responsibility to do what is in the best interest of Sisterhood.

5. Be well informed as to the specific duties of your position and be prepared to do the maximum rather than the minimum. Use initiative and be creative. Don't be afraid to implement new ideas. "We've always done it that way" does not always mean that it has been done well.

6. Make every effort to attend all meetings. If, for a valid reason, you cannot, please advise your vice president or the person who supervises you.

7. Be prepared to give complete reports on your activities when required. If unable to attend, call upon someone else, preferably your vice president, to give it.

8. Sisterhood Committee Chairs are responsible for documenting their events in the format requested by the Sisterhood President. Add all pertinent information (i.e., copies of letters, publicity releases, etc.); discard materials you are sure will be of no further value. At the conclusion of your event, submit an event evaluation form, including recommendations for the next chairperson, and any costs incurred. (Your out-of-pocket expenses are reimbursed by submitting an expense voucher to the Sisterhood Treasurer before the end of the current fiscal year).

9. Set an example by frequent attendance at Sisterhood, Temple and auxiliary events as possible, including Friday night services.

10. Support Board policies positively

11. Have a desire and willingness to get to know more Temple members and encourage them to become more active.

12. Have knowledge of Sisterhood By-laws, projects, budget, etc.

13. Read Sisterhood Board minutes and be well informed. Be prepared to add or correct if necessary.

POLICIES

Attendance For Non-Sisterhood Members

Sisterhood events are for Sisterhood members and their invited guests. The fees charged for non-Sisterhood members are at the discretion of the President(s) and event chairs.

Catered Functions

In most cases, fees for catered functions are payable upon delivery. Events held at country clubs and hotels may require a deposit to secure the venue with the balance due on or after the event (whenever possible). Be sure to check the budget for your event to know your spending limits.

Temple Shalom's Dietary Rules:

- The use of shellfish and pork products are not permitted in Temple Shalom at any time.
- Meat and milk products shall not be used simultaneously in the same serving bowls. At private affairs outside Temple, the mixing of meat and milk products is at the discretion of the sponsor, who shall be informed of the policy.
- Bread and related leavened products are not permitted during Passover.
- Menus for all catered functions being held at Temple must be approved in advance by Temple Shalom's Executive Director.
- If an individual chooses to bring his/her own food for their own consumption, they still must adhere to the no pork, no shellfish rules.

Sisterhood members may be asked to contribute to a Sweet Reception for specific holidays: Selichot, Sukkot, Simchat Torah and/or Purim. (moved)

Clergy Communication

Special Sisterhood services need to be planned in advance with our clergy before setting a date on the calendar. If you are requesting a special service with a member of the clergy, contact them directly and copy the clergy assistant. For sound issues and reviewing concert contracts, please discuss with the Executive Director (the earlier the better).

If you are requesting participation with the Director of Lifelong Learning, and/or assistance with a children's event, contact her directly and copy the Lifelong Learning Office Manager. If you have an event and need our clergy to be present for the Hamotzi, please contact the Rabbi or other clergy directly, and copy his/her administrative assistant.

Remember that the clergy is "off" on Thursdays.

Collection Boxes

Requests for collecting items from Sisterhood members and/or our congregants must be approved by Temple Shalom's Executive Director prior to publicizing and putting out collection boxes. These requests must also be run by Temple's Tikkun Olam Chair so that we can coordinate our efforts and not overwhelm our members. Once approved, collection boxes may be placed in the front foyer and Lifelong Learning entrance for a period of one month.

Gifts to the Staff

The Sisterhood Board gives gifts to the professional, clerical and maintenance staff including any part-time staff of Temple Shalom during the holiday season. Appropriate gifts shall be selected for the Temple Staff at the discretion of the Executive committee.

Leadership Development for the President(s)

Sisterhood shall designate funds in the budget for the President(s) and/or other members of the Executive Committee, whom the President(s) shall appoint, to attend Southwest District and/or WRJ leadership development programs, based on available funds.

Mailings

All mailings must be coordinated through the Corresponding Secretary. The Corresponding Secretary works with the Sisterhood committees to facilitate all mailings with the Temple office.

Membership Dues Categories

The categories for Sisterhood Membership are:

- \$50 – Sarah, minimum dues (to add Little Sisters, see below)
- \$75 – Rebecca (to add Little Sisters, see below)
- \$100 - Rachel (Mitzvah Membership includes Little Sisters)
- \$180 - Leah (Mitzvah Membership includes Little Sisters)
- \$360 - Esther (Mitzvah Membership includes Little Sisters)
- \$10 for a Little Sister Membership, which would include all little sisters in one home.

Membership Dues in The Event of Financial Difficulty

In response to the problem of collecting dues in the event of financial difficulty, confidentiality must be maintained. The Sisterhood President(s) will consider each request for dues' reduction on a case by-case basis. If the President(s) determines true financial difficulty, the Sisterhood Treasurer will be notified. In this event, Sisterhood would pay the member's WRJ dues, Southwest District dues, and YES Fund commitment. Local dues would be reduced/waived.

Honorary Membership

Honorary memberships are given to female clergy and wives of clergy as well as the kitchen coordinator.

In accordance with the policy of Women of Reform Judaism, Temple Shalom Sisterhood shall pay WRJ dues for all honorary members.

Sisterhood shall also pay Southwest District dues and YES Fund commitment for all honorary members.

Mitzvah Mailings and Gifts

The President(s), Sisterhood's Corresponding Secretary and the We Care Committee Chair receive the Mi Shebeirach list weekly. The Corresponding Secretary sends cards to Sisterhood members who are on the list. She may also send cards to family members at her discretion. The We Care Committee Chair will contact members to inquire about their needs, then will determine the appropriate action.

When clergy and/or clergy family members have surgery or are hospitalized, the President(s) will determine the appropriate action and use of discretionary funds. Expenses up to \$100.00 will not require board approval.

In the event of an Executive Board member's surgery or illness, the Executive Board's Life Cycle Caring Funds may be used at a maximum of \$75 per person/incident.

Shiva expenses (\$50 per person/incident) are applicable for Executive Board's immediate family defined as a mother, father, husband, wife, brother, sister, child, stepchild and parents including those of spouse or partner.

Any additional requests will be at the discretion of the Sisterhood President(s). Expenses up to \$100.00 will not require board approval.

Opening Prayers

All Board meetings of Sisterhood begin with an opening prayer, inspirational reading, or D'var Torah presented by someone whom the president(s) selects or has volunteered.

Sisterhood Newsletters for Clergy, Temple Executive Board and Administrative Staff

Sisterhood shall keep the clergy, Temple Executive Board and administrative staff informed of upcoming Sisterhood events by sending them the Sisterhood newsletter and eblasts.

Youth Scholarships

The following youth scholarships are offered through Temple Shalom's Scholarship Program (note that the first two listings qualify as domestic trips):

- Greene Family Camp
- Miscellaneous Camp Youth Scholarships – this includes NFTY
- Overseas' Trips – Garin Greene Teen Tour Trips to Israel, March of the Living Scholarships, or any other Israel tour approved by the Temple Shalom Scholarship Committee

Sisterhood participates in a centralized Temple Shalom Scholarship program. In order for a child of Temple Shalom to receive any monies from the centralized scholarship program, parents must be Temple Shalom members. Scholarships are issued strictly on the basis of financial need, with preference given to URJ sponsored events. A representative from Sisterhood will sit on the committee to work with clergy, staff, and other auxiliaries to assure the scholarship funds are distributed in an equitable manner. Transportation assistance may be available at the discretion of the Scholarship Committee.

Additional funds are available through Sisterhood for those seeking financial aid with overseas trips (Garin Greene Teen Tour Trips to Israel, March of the Living Scholarships, or any other Israel tour approved by the Temple Shalom Scholarship Committee). The dollar amount of these scholarships is at the discretion of Sisterhood, separate from the centralized program. Applicants for these funds must have completed 20 hours of community service.

Forms for all scholarship requests are available on the Temple website, and must be returned to the Temple Shalom's Executive Director. We ask that students receiving scholarships attend a Sisterhood board meeting to discuss their experiences.

PARLIAMENTARY PROCEDURES 101

Definition of Terms:

- **Meeting Chair** - The presiding officer, usually the president.
- **Quorum** - The number of members needed to conduct business at the meeting.
- **Motion** - Any new business that a member wants to introduce or change in a current motion.
- **Making a Motion:**
Address the chair by stating the motion (I move that...)
 - 1) Motion is seconded
 - 2) Motion is stated by chair
 - 3) Debate. Questions are asked and opinions are given (here one can amend the motion)
 - 4) Vote for or against
 - 5) Motion reread if passed
- **Call for the Question** - Close the debate and vote on the current motion immediately.

Subsidiary or Secondary Motions

These perfect or properly dispose of pending motions and are voted on before the main motion. Each motion needs to be seconded before the motion can continue.

Table - The pending motion can be discussed at a later time so we can get more information.

Previous Question - Called to vote on the motion immediately.

Postpone - Called to allow more time to discuss the motion. A specific target date should be given.

Refer to Committee - Allows you to get more information.

Amend - Change, take out, insert, or fill in the missing information on a motion; an amendment can be amended.

Postpone Indefinitely - Ends the motion.

THE INS AND OUTS OF TEMPLE SHALOM aka “How to Get Things Done at Temple!”

Building Information

As of 6/1/2022, the building is open on Monday -Friday from 9:00-5:00. Meetings after these hours can be scheduled by contacting the executive director

- Anything scheduled during religious school must be cleared through the Lifelong Learning office.
- The building may also be closed on holidays and other times depending on what is scheduled.
- Be aware that we have two tenants that rent space in our building. CDA is a private school that uses our classrooms during the school year and has camps during the summer. Trinity Church uses the sanctuary/chapel and some religious school classes on Sundays.

Making Copies at the Temple

Please log information in the copy binder at the Temple. This is very important for billing and deciphering purposes when the Temple monthly statement arrives. Remember to use copy code **8850**. Do not share this with non-board members, please.

Copies Costs: Copy costs may increase based on paper price.

- ➤ One sided; white paper = \$.05 per copy
- ➤ Pastel/Bright paper market price (500 sheets per ream) \$.10 per copy
- ➤ Colored printing \$.15/side

WHO TO CONTACT (Current as of 8/22)

Main Administrative Office -972 661-1810

David Lamden, Executive Director - calendar, facilities requests including B'nei mitzvah/weddings/funerals dlamden@templeshalomdallas.org

Joy Addison - Mailings, labels/printed envelopes, copies, monthly newsletter, congregational emails, including weekly reminders, website jaddison@templeshalomdallas.org

Michelle Lawrence - Accounts Payable, reimbursements from Temple

Heidi Barishman - Website help hbarishman@templeshalomdallas.org

Clergy's Office 972-661-1810

Donna Mitchell - Access to clergy, info on congregants' illnesses/ deaths/births, Friday night service program, and music programs dmitchell@templeshalomdallas.org

Donna Mitchell - Education Office/Lifelong Learning Office, access to Lifelong Learning, B'nei Mitzvah dates, Religious School

Debbie Niederman – Religious School and Lifelong Learning dniederman@templeshalomdallas.org

Monica Susman – Coordinator of Belonging msusman@templeshalomdallas.org

Web site: www.templeshalomdallas.org

E-mail Address for Temple & Staff: **first initial last name@templeshalomdallas.org**

Maintenance Staff

Custodial - Steven Thompson, Supervisor sthompson@templeshalomdallas.org

Kitchen - Slava Kutman –skutman@templeshalomdallas.org

SCHEDULING EVENTS AT THE TEMPLE

1) Clear the event date with your Vice President/Director, and then she will clear the date with the President(s). It will be the responsibility of the Vice President to reserve a date on the Temple Shalom Calendar by contacting the Executive Director. There may be restrictions on the number of people a specific room can accommodate, so discuss this information with the Executive Director before reserving your room.

2) The Federation calendar should be checked before selecting a date for any major event to be sure there is not a significant conflict. The Vice-President should add their event to the Federation website calendar, go to <https://jewishdallas.org/calendar/community-calendar/submit>.

3) If the event is to be held at Temple Shalom, complete a facility request form on line at <https://templeshalomdallas.org/wp-content/uploads/sites/166/2020/02/Room-Reservation-and-Facilities-Set-up-Form-5-21-18.pdf> and send to David Lamden at Dlamden@templeshalomdallas.org. You can also contact the executive director to receive one via email. This is the ONLY way to ensure the room requested is booked and ready. This form must be completed at least two weeks prior to the event. The form includes:

- Room set up diagram - Designates which room in the Temple is to be reserved.
- Arranges for use of kitchen, dishes and utensils, and/or other temple owned equipment, tablecloths and napkins are \$10.00 per tablecloth for cleaning costs.
- Requests coffee/tea/set up, if needed, \$1 per person. Water is free.
- Requests all electronic equipment - projectors, mikes, VCRs, TVs, laptop, etc.
- Requests podiums and lecterns.
- Need a security guard? Call the executive director. Large non-member events open to the community - \$40 per hour; If alcohol is involved, there needs to be two security guards—and it cannot be self-serve. Events held after hours may be asked to pay for a security guard.
- Note that if there is a small meeting without a security guard, Sisterhood is responsible for monitoring the door. Large meetings require a security guard at a cost of \$60/hr for a minimum of 4 hours.
- Events are not scheduled at Temple on a Saturday.
- Events may not be scheduled that conflict with events previously scheduled by Temple.

COMMUNICATE YOUR EVENT

All Sisterhood announcements and events' information should be sent to Sisterhood's newsletter Editor/Webmaster for publication in Sisterhood newsletter, Temple Bulletin, and eblasts as well as on the Sisterhood webpage. Publication should also be added to Sisterhood's Facebook page.

Constant Contact is our email provider for publicizing Sisterhood events. The only Sisterhood members who have access to send items through Constant Contact are the Sisterhood newsletter editor, President(s) and Heidi Barishman. The important thing to know is that when a new member enrolls in either Sisterhood or Temple Shalom, that information does not immediately transfer into Constant Contact. There is a process, and there is some lag time for new information getting entered into the system.

The Sisterhood newsletter editor forwards all Sisterhood communication to Joy Addison. Please do not contact Joy yourself.

Sisterhood is responsible for maintaining their own webpages. Along with the newsletter editor, Heidi can also put items on our website homepage.

- The President(s) should be made aware of all upcoming events prior to listing them on the Temple calendar.
- All events, including those being held off-site, must be listed on the Temple calendar.
- When you are listing an event, list the start time and end time of the event, not the set-up time.
- If it is a large-scale event, you need to check the Jewish Federation Calendar to be sure there are no other community-wide events which would conflict with your date. Use this site to view the Federation Calendar. <https://jewishdallas.org/calendar/community-calendar>. Once a date has been chosen, you need to contact the Federation so that they can list this information on their calendar
- Then, request that your event be listed on the Temple calendar by contacting the executive director. **Temple will not advertise your events unless it is listed on the calendar. It is your responsibility to ensure that your event is listed on the Temple calendar BEFORE you ask for publicity.**

The Sisterhood newsletter/Website

- The Sisterhood newsletter editor will send out an email each month to all Vice Presidents and committee chairs. This will hit your mailboxes no later than the 10th of each month. She will give you a deadline to submit your articles – the deadline is usually around the 15th of the month.
- Please send the information with the details you want included in the Temple Bulletin and Sisterhood newsletter, including date, time, location, and a small write up about the event.
- If you don't have all the details in place for your event, but have a date on the calendar, you can still publish a Save the Date.
- The Sisterhood newsletter is sent to all female Temple members & current Sisterhood members (Note: these lists can be different; you can be a Sisterhood member for one year without being a Temple member.)
- Information regarding Sisterhood events will also be posted on the Sisterhood portion of the Temple website, based on what you send to the sisterhood newsletter publisher. If something changes, such as an event being full, please let her know.

eblasts through Constant Contact

Notify Sisterhood newsletter editor at least 3 days in advance to publicize your special announcement. Please use this option sparingly as too many messages will get ignored.

GUIDELINES FOR SUBMITTING SISTERHOOD NEWSLETTER ARTICLES

- Information can be forwarded to Sisterhood newsletter editor in an email or word document. PLEASE DO NOT SUBMIT YOUR ARTICLES AS PDF'S. If you send the information as formatted Word doc, please know that copy only will be used; no formatting used in the Word doc will be replicated. The eSchmooze editor is happy to accept your information simply typed in an email.
- Attach any graphics you would like to use with your article to your email. (Please don't put them in the Word doc). All images MUST be copyright-free. We will absolutely NOT use an image that has a watermark (copyright) symbol on it. If you can't locate an appropriate image/clip art, see if someone else in your committee can find something suitable. If you absolutely must have a copyrighted image, buy it and send Joy and send the Sisterhood newsletter editor the paid version!

- Before submitting an article for publication, please check the accuracy of the information, such as time, date, and place. If you are asking people to RSVP, we ask that you provide a cut-off date.
- When sending multiple documents that coincide with your event, we will link the documents to the main article. For example, when we advertise about joining Sisterhood, we will attach a link to access the membership form. We can accept a PDF for documents being linked.
- If you are sending photos only send photos that are in focus.
- There is a difference between a Sisterhood newsletter article and a flyer

Temple Shalom prefers that we use the most current terminology in our publicity:

Previously Used Term

Adult Lounge
 Chapel
 Religious School Entrance
 Oneg
 Social Hall

Currently Used Term

Congregational Gathering Space
 Epstein Chapel
 Lifelong Learning Entrance
 Friday Night Wine & Cheese Reception
 Radnitz Social Hall

Examples of Sisterhood newsletter Articles

Bunco

Thursday, February 16, 2017, 6:30pm - 9:00pm

Palio's Pizza at Park and Preston \$5 payable at the door

Whether you are an expert, or have never played before, come join the fun.

Questions or to RSVP contact Evelyn Hillenbrand at evelynhrangers8@aol.com.

CHAI Shabbat Dinner

Friday, February 24, 2017, following Shabbat Services

Oneg: 6:00pm

Shabbat Service: 6:30pm

Traditional Chicken Dinner: 7:30pm in the Radnitz Social Hall following services. [Click here to download the flyer.](#) **RSVP deadline is Monday, February 20, 2017.** Questions? Please contact:

Marsha Lefkof at marshalefkof@yahoo.com or [214-354-3548](tel:214-354-3548) Anita Corenblith at acoren@swbell.net or [214-808-0860](tel:214-808-0860)

5th Annual JCRC Interfaith Seder

Thursday, March 30th, 6:30pm

Temple Emanu-El

During a time when there is so much uncertainty and divisiveness in the world, we come together for the JCRC Interfaith Seder "Uniting our Community."

Cost: \$18 per person (includes kosher dinner) Limited childcare is available.

This event is open to the Community. [Please click here for a flyer with more details.](#)

About Flyers ... For downloadable flyers, these should be in pdf format, not Word docs. Please note that we cannot use a publisher file (.pub) – we are not able to open it.

Send pictures of your event to Joy to be added to Temple's website

- Only send photos that are in focus.
- Send no more than five photos per event (exceptions are Temple-wide events like the Food Truck Palooza).
- If you are planning an upcoming event, but don't have all the details worked out, we can list your event in the "Save the Date" section of the newsletter or state "TBD" to alert readers that more information is to come

Information for Designing Banners

VistaPrint usually has specials which make their banner pretty inexpensive. Remember to make two banners – one for each of the entry doors.

For questions about banners, email Joy. Please use Vistaprint and follow their instructions. It's up to Sisterhood to create the banner and when it arrives, the office will assist you in hanging it. Please ask Joy to proofread the banner before you order it.

- Banners may be displayed for a period of approximately 30 days.
- Usually, only one banner is needed (at the front foyer). Ordering a second banner for the Lifelong Learning Entrance is not necessary.
- Print-quality artwork is required - we cannot use a flyer or image from the internet to design a banner; Adobe Photoshop or Adobe Illustrator is needed
- Recommended banner resolution is 300 DPI
- Recommended file formats for graphic images - print-quality JPEGS or EPS files
- Material used is indoor vinyl
- On the VistaPrint website, order one vertical banners measuring 2.5' X 4'. They are quite inexpensive, typically in the range of \$40 - \$50, and are delivered in 1-2 weeks.

http://www.vistaprint.com/custom-banners.aspx?txi=154&xnid=TopNav_Banners_Signage_Business&xnav=TopItem
https://www.vistaprint.com/customer-care/artwork-specifications.aspx?pf_id=017#Details

TAX EXEMPTION CERTIFICATES

Please remember to use the tax exemption certificates when you shop for Sisterhood related items. If you forget to use these, Sisterhood cannot reimburse you for sales tax. It is helpful to keep one in your car for last minutes items. This certificate cannot be used at Sam's or Costco, but remember that food (not prepared) is tax-free. (See Forms)

EXPENSE REIMBURSEMENT FORMS

Your Vice-President will need to approve all expenditures. Please submit all reimbursement forms to the Sisterhood treasurer within one month of your event. (See Forms)

MAILING PROCEDURES

All Sisterhood mailings are coordinated by the Corresponding Secretary.

Envelopes/Labels

Contact Corresponding Secretary and tell her you want to do a mailing: specify target audience (i.e., all Sisterhood members or entire congregation, etc.) and date for which labels and envelopes are

required (a minimum of 1 week is highly recommended). All efforts are made to combine mailings to save cost. You are charged for envelopes (and copies and paper if you do it at Temple) as well as for the mailing.

If you print your own envelopes, be sure to check with the office before doing so to understand what must be on them in order to use the Temple's bulk mail permit. **For example, you CANNOT have the return name of Temple Shalom Sisterhood in order to use the bulk mail permit!**

The Corresponding Secretary will contact Joy in office and request labels/envelopes on your behalf. She will then advise you when you can pick up the labels, envelopes, strapping tape and Post Office mail trays at the Temple office.

Bulk Mail Procedures (Administration office will give you exact information)

- The Bulk Mail Facility phone number is 972-235-4843. Talk to the clerk in charge of the Bulk Mail Facility (currently Matthew). It is located behind the Arapaho post office at 433 Belle Grove Drive, Richardson, 75080. This is the ONLY facility that can be used for bulk mailings.
- Minimum of 200 pieces.
- Bulk mail must have indicia printed on the letters/postcards; then, you must use Temple Shalom as the sender's name and return address since the Bulk Mail permit is in Temple's name and not Sisterhood's. The indicia is a rectangular box with permit number 435, appearing as a "stamp" on the right side of the postcard (or envelope). Printer must know in advance that mailing is bulk, and must have the ancillary service endorsement, **ADDRESS SERVICE REQUESTED**, under the return address.
- All pieces must be identical; title/word can be stamped (optional), at 45-degree angle left of address.
- Do not write any personal notes on the envelope or the flyer.
- You can seal envelopes using the Temple postage meter (they must be sealed for bulk mail) but many straight envelope backs will not seal, so check before you stuff envelopes to see if you have to seal as you stuff. Sealing must be done during the work day when staff can guide a Sisterhood member. To seal, envelope flaps should be DOWN in the crate.
- Assume a maximum 14-day delivery period, although it's usually a few days.
- Mail must be grouped in zip code order (not in plus 4 order). Separate out 750/752 and all other zip codes stay together.
- Group envelopes according to postal procedures (Mail is separated, put in 2 foot and 1-foot crates depending on mailing, envelopes facing the crate label, covered in cardboard sleeves, and strapped; return unused strapping material to Joy. Postcards should be bundled with rubber bands and you should use 1 foot mailing crates.) Then, crates are taken to the Richardson Post Office. The bulk mail office is open from 8:30 AM to 3:00 PM and is closed between 12:30 PM and 1:30 PM for lunch. A report will be given to you by the Bulk Mail Post Office clerk. Return this report to Joy and **KEEP A COPY FOR YOURSELF FOR YOUR PROJECT RECORDS.**
- Email or call-in notice to Treasurer with Copy to Corresponding Secretary: reason of mailing, date mailed, scope of mailing.
- Congregational bulk mailing is approximately 800 pieces.
- Current pricing: Letter sized first class mail (1 oz) is approx. \$.181 (5/2021)
- For other questions, call the post office as the rates change periodically. Cost is determined by size, weight, and thickness. Note: even if you weigh a piece at Temple, the post office told us that their computers are different and so we cannot be sure of exact cost until we drop off the mailing.

- **Do not use RED/ORANGE/PURPLE/HOT PINK** envelopes, post cards or paper for flyers, as the red ink from the postage meter does not show up on these colors.
- **Do not use glossy paper as the ink will not adhere. Any questions about the use of dark colors should be directed to the post office prior to printing.**
- Periodically, CHECK THE SISTERHOOD MAIL BOX at Temple in the Administrative Office because you (as chairperson) may have received mail! If you have just sent out a mailing, a piece may have been returned as undeliverable due to incorrect address. Sisterhood will be charged the amount of money that the post office charges for returned envelopes. Make sure your address list is current, especially when you're sending to companies asking for donations.

Additional Details

- **Postcards** - Rates change, so please check with the post office. Maximum size of a postcard for bulk mail is 6 X 9 (because it is sent as a letter) Current pricing: \$.173 per piece.

Invitations

- Anything larger than a 6 X 9 envelope is considered a large envelope and is more expensive to mail than a regular sized envelope
- Discuss your options with the printer - to make an envelope a ½ inch too long is the difference between a 70-cent envelope and one over a dollar when you start sending them first class.

ALL SOLICITATION MATERIALS AND CONGREGATIONAL MAILINGS MUST BE SUBMITTED TO SISTERHOOD PRESIDENT(S) PRIOR TO PRINTING/DISTRIBUTION. THESE MATERIALS WILL THEN BE FORWARDED TO THE EXECUTIVE DIRECTOR FOR HIS REVIEW. THIS INCLUDES SPONSORSHIP LETTERS, DONATION REQUESTS, SAVE THE DATE CARDS AND INVITATIONS.

Please note that failure to do this may result in increased costs and efforts if the mailing is deemed inappropriate or incomplete and cannot be sent out and must be reprinted or redone. Let's do it right the first time!

ZOOM ETIQUETTE

Mute Yourself - Proper Zoom etiquette is to keep yourself on mute unless you're speaking. This eliminates background noise, electronic alerts, and other irritants like the noise of you chewing gum or drinking water. Just be sure to keep an eye on the mute/unmute icon so you don't forget to unmute when it is your turn to talk. One of the most repeated phrases these days is: "Wait, you're still on mute!"

Turn On Your Camera - A Zoom call with your video turned off is just a phone call with poor audio quality. The whole point of a video chat is for people to be able to see each other, and turning off your camera is actually considered by many to be rude. "Keeping the camera off signals that either you look like a mess, you are really not present, or your plan is to multitask during the meeting instead of giving your full, undivided attention."

Remember Everyone Can See You - Don't roll your eyes, even if you're not on the main screen "The key thing to remember is that everyone can see you at all times, no matter who is speaking. To avoid offending others, don't roll your eyes, shake your head in annoyance or look bored.

Participate -With digital platforms like Zoom, you need to make a conscious effort to show that you're participating, that you're listening, or that you're playing along. This can include leaving the camera on the whole time, raising your hand, chatting via text, using polls, and other methods.

Identify Yourself - Say your name before you speak. On Zoom meetings with many participants or with people you don't know well, it's easy to get confused very quickly about who is speaking. Frequently, participants are not able to see all attendees on one screen, so identifying yourself helps viewers know who is look for.

Know ZOOM Features - Do you know how to use chat, raise your Hand, and change the view on your screen to pinpoint a speaker or show the whole gallery? If you need help, ask.

Click here for online room registration: <https://templeshalomdallas.org/wp-content/uploads/sites/166/2020/02/Room-Reservation-and-Facilities-Set-up-Form-5-21-18.pdf>

Email form to rooms@templeshalomdallas.org

Fax form to: 972-661-2636



ROOM RESERVATION & FACILITIES SET-UP

| | | | |
|-----------------|--|--------|--|
| EVENT NAME: | | DATE: | |
| ROOM REQUESTED: | | TIME: | |
| CONTACT NAME: | | PHONE: | |

MEETING / AUDIO VISUAL EQUIPMENT REQUESTED

| | | | | | | | |
|----------------|--|-------------------------------|--|------------|--|----------------|--|
| # Guests | | Lectern | | DVD | | Mic | |
| # Chairs | | Registration Table | | VCR | | Mic Stand | |
| # Round Tables | | Whiteboard / Markers / Eraser | | TV | | Projector | |
| # 8' Tables | | | | Laptop | | Screen | |
| | | | | LCD Remote | | Extension Cord | |
| | | | | Adapter | | | |

| KITCHEN SUPPLIES REQUESTED | | | | | | BEVERAGES REQUESTED | |
|----------------------------|--|-----------------------|--|------------------------|--|---------------------|--|
| Disposable Plates | | Temple Dishes | | Table Cloths - Cloth | | Water | |
| Disposable Cups | | Coffee Cups / Saucers | | Cloth Napkins | | Coffee | |
| Plastic Knives | | Water Glasses | | Skirting | | Hot Tea | |
| Plastic Forks | | Wine Glasses | | Table Cloths - Plastic | | Iced Tea | |
| Plastic Spoons | | Silverware | | High Chairs | | Lemonade | |
| Paper Napkins | | Chaffing Dishes | | | | Grape Juice | |

PLEASE DIAGRAM YOUR SET-UP FOR THE ROOM

Submitted:

TEMPLE SHALOM TAX EXEMPTION CERTIFICATE

Purchaser hereby certifies to the Seller:

1. Purchaser holds a valid permit, **No. 75-1231572**, issued under the Limited Sales Excise and Use Tax Act of the State of Texas, which permit has not been revoked or suspended.
2. That the undersigned hereby claims an exemption from payment of taxes under Chapter 20, Title 122A, revised Civil Statutes of Texas on the tangible personal property purchased from you since September 1, 1961 and on each order that we shall hereafter give you, unless such order otherwise specifies, and until this notice and certification is revoked by us in writing. The reason the said purchaser is claiming exemption is: Other ground of exemption: **Religious nonprofit organization**
3. The general character of the tangible personal property sold, leased or rented by purchaser in the regular course of business is: goods and services necessary for operation of a **Jewish Temple**.
4. The purchased will be liable for payment of the limited sales and use tax if the purchaser uses the tangible personal property in some other manner or for some other use other than reason listed above, and shall pay the tax based on the price paid for the tangible personal property.

Dated June 1, 2014 Purchaser Temple Shalom 972-661-1810

At Dallas, Texas 75240 Address 6930 Alpha Road



By _____

Steve Lewis, Executive Director

TEMPLE SHALOM SISTERHOOD REIMBURSEMENT FORM

Date: _____ Amount: _____

Committee: _____

Event / For: _____

Reimburse: Name _____

Address _____

Phone _____

Email _____

Please attach receipts. You must have receipts to reimburse. Please remember to use the Temple's tax exemption certificate when you shop. It contains our permit # 75-1231572.

Please put your completed form and receipts in the Sisterhood Mailbox or mail them to:

Reesa Portnoy
6101 Ohio Dr. #1210
Plano, TX 75024

If you have any questions, please call me at 972-897-7154 or email me: rportnoy@swbell.net

Date Rec'd _____ Date Paid _____ Check# _____

President Signature _____



SISTERHOOD BOARD CHAIR - COMMITTEE PROGRAM PANNING FORM
 Detailed information on tasks is available in the "Ins and Outs of Temple Shalom"

EVENT: _____ DATE OF EVENT: _____

| TASK | PERSON/PEOPLE RESPONSIBLE | DUE DATE | COMPLETED |
|--|---------------------------|----------|-----------|
| Event approval of Vice - President | | | |
| Event approval of President | | | |
| Calendar the event- Temple and Jewish Federation (see guidelines) | | | |
| Submit room reservation and set-up plan to Temple if held on-site or Secure offsite venue | | | |
| Request security (if on-site) | | | |
| Reservations: __ On-line __ check __ on-site | | | |
| Payment (PayPal, check, on-site?) | | | |
| Food Committee __ caterer __ SH Prepared __ use of Temple kitchen __ use of Temple dishes/glasses | | | |
| Decorations Committee | | | |
| Room Set up Committee | | | |
| Room/Dishes Clean-up Committee | | | |

SUGGESTED LIST OF VENDORS

Bartending Services

Party Train Network

Amos Bouyer III (Keo's referral)

972-480-2285

Bartenders: **\$25 per hour per bartender**

Also provides valet services

Copy Services

Office Machines

15906 Midway Rd., Addison, TX 75001

972-233-7488

Engraving

A-One Engraving Services

14476 Midway Road, Dallas, TX 75244

972-991-8336

tanna@aoneengraving.com www.aoneengraving.com

Piano Tuning

Leon Ziligson - \$120

Printing Services

Herrada Printing (**has been doing our invitations, save the date postcards, and tribute book for several years; can also do letterhead and note cards**)

2930 Merrell Rd, Dallas, TX 75229

214-353-9003

Brenda Ashendon (cell 469-222-4445)

Business Express Press

4601 Langland Rd. #106, Dallas, TX 75244

972-233-4700

Vicki Perley

burns@bumsbep.com

Sound System Check & Lights

Mittman Sound

Michael Mittman 214-929-3511

michael.mittman@outlook.com

VistaPrint (for banners) <http://www.vistaprint.com>

Approved Caterers

Amazing Caterers—Ed Brandt 214-264-3662

Blue Mesa Restaurant 972-934-0165

Chef du Jour Catering by Larry 972-245-9033

Cowboy Chicken-Preston Road 972-732-6281
Culinary Art Catering 972-744-0660
Go Gourmet Catering-Amy Martin 469-450-1814
Goodies From Goodman 972-484-3236
Jason's Deli Any location
LUSH Catering Co.-Eva Wilkins 972-432-5403
Preston Hollow Caterers 214 -739-0350
Sherp Catering Co.– Nancy Ritter 972-991-7303
Simcha Catering & Event Design-Lowell Michelson 214-837-0941
Spice of Life Catering-Jeff Kollinger 972-417-1755
Weddings and Events by Ruth – Ruth Spierer 972-386-4519

Decorations/Florist

Balloons With a Twist 903-571-3089
Blossom Treasures 972-788-0395
Carlos Floral 469-855-3280
Dallas Central Market 214-728-5442
Elizabeth Simon Designs
Flower Center 972-991-2355
Flowers by Cheryl 972-279-7709
I Love Flowers 214-357-9577
In Bloom 972-769-0684
Magic Moments Parties and Events (Debbie Jordan)
North Texas Floral 972-943-5800
Petals & Stems 972-233-9037
Stems Flora Design 972-771-9492
Weddings and Events by Ruth 972-386-4519

Photographers

Bob Nachtweh Photography - bobsphoto@sbcglobal.net
Crown Collection Veil & Chuppah rentals - crowncollection@hotmail.com
Eleven Eleven Photography - www.1111photo.com
Hilltop Films – www.hilltopfilmsproductions.com
Imagine Studios - Winn Fuqua winn@imaginestudiosusa.com
Mark Kaiser Photographer - www.weddingphotographerdallas.com
Sharon Kuhr Photography - www.sharonkuhrphotography.com

Party Planners

A Little Help - Pepi Wucher peopwucher@yahoo.com
Amazing Events - Kristen Powell kristenpowell27@gmail.com
April Bosworth Aprilbosworth5@yahoo.com
Custom Party Décor- Shawn O'Bryne gottawearit@yahoo.com
Domestic Affairs Hosting Service - Debbie Stroupe www.domesticaffairsdallas.com
Events By Peta - Peta Silansky eventsbypeta@gmail.com
Glad Tower Live Productions gtproductions@goldwaters.org
Laura's Event Services laurahay@yahoo.com

Lollapalooza Party Planners 214-303-0033
M&M The Special Events Co. beth@mmspecialevents.com
Magic Moments - [Debbie Jordan dljmagicmoments@aol.com](mailto:Debbie.Jordan.dljmagicmoments@aol.com)
Party in Style 972-385-1821
Party Maker - Michael Golman Michael@dallaspartymaker.com 469-232-9151
Party Time Productions 214-340-8000
Premier Special Events - Yvette Audrain Yvette@premierspecialevents.com
Shag Carpet www.shag-carpet.com
The Party Specialists- Jennifer Watkins 972-392-3003
Themes To Go -Marcie Abrams & Lori Gerard themestogo@sbcglobal.net
Treasure Box Productions rosrawitscher@mac.com
Wedding & Events by Ruth ruth@weddingnevents.com

Judaica Gifts: Traditions Gift Shop at Temple Shalom 972-661-1850
Contact Laney Arndt with questions - 469-964-5319