

SETTING UP THE PROGRAM

- **Select Staff:** The CYF is staffed with a Director/Educator and a Program Coordinator (see position descriptions at the end of the Section). The Program Coordinator will perform administrative and clerical duties, which takes approximately 100 hours.
- **Determine Program Budget:** Model I costs approximately \$6,500. Model II costs \$6,000 (see budget estimates at the end of the Section).
- **Set Meeting Dates:** The Community Youth Foundation meets on three Sunday afternoons for approximately two hours, running from November to January. To begin, schedule dates for the program. Plan on having about 15-18 students in attendance.
- **Select Students:** Decide whether you would like to target *B'nai Mitzvah* students (seventh graders), post *B'nai Mitzvah* students (eighth to tenth graders), or both. We have found that involving eighth to tenth graders is more effective because they are more mature.
- **Recruitment:** There are several ways in which you can recruit students to the program. In San Diego, we have used two main resources: families who have participated with the Jewish Community Foundation and Rabbis, Cantors and Educators. (see sample letter at the end of the Section).

If they are willing, have Rabbis/Cantors and/or Educators call students first to invite them to be in program. Then have the Coordinator call or write them to see if they will participate.

When asking for recommendations, stress that you are looking for students who:

- ◆ Have a knowledge of and appreciation for *Tzedakah and Gemilut Chasidim*, demonstrated by active involvement in synagogue, youth group, and/or community-wide social action projects
 - ◆ Are mature and articulate
 - ◆ Are available for three meetings at the Jewish Community Foundation, as well as for site visits over the winter break
 - ◆ Are willing to share their experiences with their classes, youth groups, congregations and the Jewish community
- If enrollment is low, run press releases in the Jewish papers to "attract" anyone else who may be interested. You may also wish to place an ad if you have the budget for it.
 - ◆ Send each chosen participant an invitation letter, congratulating them on having been personally selected. (see sample letter at the end of the Section)
 - Once you've had your first CYF program, ask program participants to encourage friends to participate in next year's CYF.