

Panim el Panim
Seminar Registration Packet and Forms

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All forms to be mailed to PANIM are included in this document. To access them separately, please contact Mikah Goldman at mikahg@panim.org or 202-857-6622.

Section 1 – General Information & Policies

Panim el Panim Seminar Basics

Eligibility & Cost

Seminar Eligibility

- 10th-12th grade students
- Ninth grade students are not eligible for seminars.

Tuition

- \$595 per student
- Includes hotel accommodations (four students per room, two per bed), kosher meals, and transportation during the seminar.

Group Reservations and Deadlines

Reserve Your Spaces Early!

- Space is allocated on a first-come, first-served basis and is limited by sleeping rooms and meeting space at the hotel.
- Many seminars fill up before the seminar year even begins, so it is important to get your reservations and non-refundable deposits in as soon as possible.

Deposits

- In order to secure space for an upcoming seminar, you must send a **\$100 per student non-refundable deposit** to PANIM.
- **Non-refundable deposits** are due **12 weeks** before the seminar.
- Deposits may be paid by agency check or credit card. No personal or family checks will be accepted.
- **All** deposits must be received by our office prior to the start of the seminar.

Group Fees

- The final balance (balance of \$495/student + Visiting Faculty fee) is due **15 days** prior to the seminar.
- All fees may be paid by agency check or credit card. No personal or family checks will be accepted.

Registration & Scholarship forms

- All registration and scholarship forms must be sent to the PANIM office **six weeks** prior to the seminar.

Visiting Faculty

Every group is required to send one faculty member per 10 students.

- If your agency is sending less than 10 students, you are also required to send one faculty member. For example:
 - 1-10 students = 1 visiting faculty
 - 11-20 students = 2 visiting faculty, etc.
- Visiting Faculty fees are based on the paid student attendance. One Visiting Faculty fee is waived for every 10 students attending the seminar. If you have fewer than 10 students, the price scale is:

- 1-4 students: \$400.00
- 5-9 students: \$350.00

For example, for a delegation of 18 students and 2 faculty, one faculty would be free and one would be at the 5-9 student rate of \$350. All faculty prices are based on double occupancy. Single rooms for visiting faculty are available for an additional \$400 per person.

Scholarships

For more information on scholarships, contact Mikah Goldman at mikahg@panim.org or at 202-857-6622

Dual-Track *Panim el Panim* Seminar FAQ

What does dual-track mean?

All of PANIM's four-day Washington, DC seminars are now called *Panim el Panim*. Each *Panim el Panim* seminar offers two tracks, tailored to student interests: **Politics in Action** and **Service and Advocacy**. Each agency will choose to register for our Service and Advocacy Track (SAT) or Politics in Action Track (PAT). Both tracks will stay in the same hotel and will come together for meals, plenary sessions, and some educational programming. The dual-track seminar will enable students from your community to interact with a broader network of Jewish teens from around the country. Joint programming will encourage students to share their experiences and demonstrate the diverse approaches to civic engagement.

What is the difference between the two tracks?

Participants in the PAT learn about public policy issues and political activism and explore the ties between Jewish values and being an involved citizen. This track includes meeting national policy experts in person and debating the issues with them. The SAT enables participants to explore the connection between community service, political action and Jewish values. The SAT includes a half-day service-learning project at local agencies in Washington and a visit to an advocacy organization related to the service project.

Students in both tracks receive advocacy training and have the opportunity to lobby their elected officials on Capitol Hill, putting what they have learned into action. Students in both tracks engage in interactive Jewish study and leadership skills training.

What does this mean for JCI classes?

The Jewish Civics Initiative will still include a class and service project in the local community, however all of our four-day Washington, DC seminars will now be called *Panim el Panim*. What was previously known as a JCI seminar will now be the Service and Advocacy track of the *Panim el Panim* seminar. This new seminar model will allow the Jewish Civics Initiative to focus on outreach to individual communities, support local programming, and enrich professional development. JCI classes are encouraged to come on *Panim el Panim* seminars at any point during the JCI class.

When and how do I sign up for a track?

Each agency will register its student delegation for the best seminar date. We recommend holding a community caucus with your students to decide which track best suits your delegation's interests. You may wish to offer your students a two-year program, alternating between the PAT and the SAT. This will give your students the opportunity to return to Washington to build on the knowledge and skills that

they developed in year one. Completing both of PANIM's seminar tracks equips students with a holistic vision of public issues and empowers them to take meaningful action.

When can I do the SAT or the PAT?

Both tracks will be offered on all of PANIM's seminar dates, although we may have to shift agencies if we do not receive enough registration for one of the two tracks. We require a minimum number of students in each track to ensure quality programming. If we need to shift your delegations' track, we will work with you to meet your needs as best as possible. We recommend trying out both tracks in alternating years.

I've been coming on JCI seminars for years, which seminar should I come on now?

Sign your group up for the Service and Advocacy Track of our *Panim el Panim* seminar. It includes all of the educational content as well as the service and advocacy experiences that have been a part of JCI seminars since the program was introduced in 1994.

What if some of my students have already been on a PANIM seminar?

PANIM welcomes students back for a second seminar experience. If some of your students have been on a JCI seminar, they may join the other communities on the PAT. If they have participated on a *Panim el Panim* seminar, we encourage them to join the SAT. Returning students are also welcome to repeat either seminar track.

Do both tracks include museum exploration and lobbying?

Yes! All Washington, DC seminars include standard programs including free time to explore Capitol Hill, Smithsonian and Holocaust Museum visits, nighttime tours of the national monuments, and Israel programming. Students on the PAT typically have more free time to explore DC, than those on the SAT. All groups visit Capitol Hill to lobby their House or Senate offices.

Will my group still be together?

Communities will register their entire delegation for the same track. As with all *Panim el Panim* seminars, the program aims to integrate different communities with one another but allows designated times for community check-in and caucusing.

Will we have any interaction with students from another track?

Throughout the seminar, plenary sessions bring students from both tracks together. Students from the PAT and the SAT eat together at all meals and have time to socialize with one another during free time. Students may also room with a pair of students from the other track.

What is the average delegation size, and how many people can I expect on each seminar?

Agencies bring 7-10 students on average; however, we have delegations as small as one and as large as thirty. The average overall *Panim el Panim* seminar size is 65-80, made up of students from several community delegations.

Is there a minimum delegation size?

There is no minimum; delegation sizes range from one to thirty.

Do I need to prepare my students any differently for the DC seminar?

We recommend holding an informational session well in advance of your *Panim el Panim* seminar to explain the options to your students and select a track. In addition, you can use the resources from our *Just: Judaism, Action, Social Change* and the lesson plans on <http://www.justaction.org> to introduce your delegation to PANIM's philosophy of civic engagement.

How do I register?

Our seminar interest form is now available online. Fill one out at <http://www.panim.org/events/seminarinterestform.html>

2008-2009 PeP Seminar Dates

<u><i>Panim el Panim</i></u>	<u><i>Day School Panim el Panim</i></u>
Jan. 17-20, 2010	Nov. 15-18, 2009 (Pluralistic Day School)
Feb. 14-17, 2010	Dec. 6-9, 2009 (Orthodox Day School)
Mar. 7-10, 2010	Mar. 7-10, 2010 (Orthodox Day School)
Mar. 14-17, 2010	Mar. 14-17, 2010 (Pluralistic Day School)
Mar. 21-24, 2010	

Please Note: PANIM reserves the right to cancel a seminar if there are less than 60 students registered 12 weeks before the seminar.

We understand that high school students have many responsibilities and activities. We have tried to take into account things like AP exams, midterms, long weekends, etc. in planning our seminar calendar.

Standard Deadlines

12 Weeks Prior to Seminar

- \$100 per student non-refundable deposit & Group Registration form due – **All deposits must be received by PANIM before the seminar begins.**

6 Weeks Prior to Seminar

- Student Registration Form
- Visiting Faculty Form*
- Rooming List
- Congressional Districts List
- Jewish Media Information Form
- Scholarship Forms

Why 6 Weeks? We use all the information to properly plan your seminar. It is critical that we receive all forms six weeks prior to your seminar. If forms are late, we cannot guarantee special meal requests, rooming requests, congressional meetings, etc. Student Registration Forms must be signed by the student's parent or the form will be returned without being registered.

PANIM is now required to conduct background checks on all visiting faculty. Visiting faculty forms must be submitted **no later than 6 weeks prior to your seminar date. Please plan accordingly.*

15 Days Prior to Seminar

- Payment in full due for all program fees and charges.

Keep your eyes open for the mail and e-mail! Once PANIM has received your deposit check and group registration form, we will contact you to confirm your reservation, introduce ourselves, review key elements of seminar planning, and provide you with various tools to prepare you and your teens for seminar.

PANIM Financial Policies

The PANIM Institute for Jewish Leadership and Values enters into contracts with sponsoring agencies to provide seminar services. As such, participating agencies must comply with the following policies:

Payments

All agencies must pay their full deposit before the beginning of the seminar. There will be no exceptions to this policy.

- A) It is the responsibility of the agency to collect all applicable fees from students and visiting faculty, as appropriate. All payments to PANIM are to be made in the form of a SINGLE CHECK by the sponsoring agency. Credit card payments are also accepted. All personal or family checks will be returned.
- B) **Non-refundable deposit** – a \$100 per student non-refundable deposit is due no less than 12 weeks prior to the seminar. The non-refundable deposit is to be paid in a single check from the sponsoring agency. Credit card payments are also accepted. Personal or family checks are not accepted.
- C) PANIM will not accept non-refundable deposits for the 2009-2010 program year until all fees from previous years have been paid in full.
- D) **Fee balance** – all outstanding fees are due **no less than 15 days before** the program date. The balance is to be paid in a single check from the sponsoring agency.
- E) **Late fee** – a late payment fee of 2% will be placed on all balances unpaid by the start of the seminar.

Cancellations/Change in Date

All cancellations or changes in date or number of students must be made in writing via email (registrar@panim.org), fax (202-857-6568), or standard mail and are effective the date the notification arrives to our office. Please be aware that PANIM incurs a financial cost for students who do not cancel sufficiently in advance of a seminar, regardless of the reason for the cancellation.

- A) Cancellations occurring **prior to 15 days** before the seminar will incur a forfeiture of any canceled students' non-refundable deposits unless the student is replaced by a student of the same gender.

- B) Cancellations occurring **within 15 days** of a seminar incur payment due on all student fees (the full \$595/student tuition) and any additional expenses incurred on behalf of the student OR student may be replaced by student of the same gender. **The \$100 deposit is non-refundable.**
- C) If a student cancels within 15 days due to a **medical or family emergency**, and provides a note from a doctor or rabbi, a \$200 **credit** will be applied to the account of the agency for next year’s seminar. This \$200 is not refundable to the agency or individual. **The \$100 deposit is non-refundable.**
- D) **Fees for visiting faculty will be assessed according to the actual number of paid student tuitions;** i.e. - if you originally reserved for 20 students and 2 faculty but bring 18 students and 2 faculty, you will only have one free faculty and still be financially responsible for your second faculty person’s fees.
- E) Snow cancellations, inclement weather and national security emergencies will be addressed on a case by case basis.

Fiscal Responsibilities of Agency/Community

Fiscal responsibility for PANIM tuition and costs is shared by agencies, families, and grantors. To ensure prompt and accurate payment, your agency may want to require families to sign a financial contract that outlines policies and establishes a payment schedule. A contract or similar document will insure that your agency is not left “holding the money bag” for student cancellations.

Here are a few recommendations on what to include in a financial contract.

- Ask for a deposit to hold the students space at the first recruitment meeting. You may decide to make the deposit refundable within a certain time frame. Or, you may want to make a deposit part of the application process and only accept student applications with the \$100 deposit. **Please remember that PANIM’s \$100 non-refundable deposits are due before the beginning of the seminar – no exceptions.**
- At your orientation session, collect final payment from parents/guardians. It is important to have all funds in hand before the trip to DC! (Note: All payments are due from your group to PANIM 15 days before a seminar).
- Develop a payment plan: Require payment within certain increments of the seminar. This will ensure you have all funds collected before your group travels to the seminar.
- When a student cancels 15 days or less before a seminar because of illness or family emergency and a note is provided from a doctor or rabbi, PANIM will **credit** your agency \$200 toward next year’s seminar. You *may* decide to pass the funds on to the student’s family. The \$200 is not refundable to the agency/community or individual.
- Snow cancellations, inclement weather and national security emergencies will be addressed on a case by case basis.
- **Please read the cancellation policies on page 6!**

Please note that decisions about which financial obligations to pass on to families depend on the structure of your agency and how PANIM is organized in your community. It is also important to keep in mind PANIM’s financial policies when establishing deadlines for families and grantors.

Section 2 – Forms

Instructions and Deadlines

Deadlines for Forms

<i>Form</i>	<i># of Pages</i>	<i>Due Date</i>
Group Registration Form	2	12 weeks prior to seminar
Student Registration Form	2	6 weeks prior
Visiting Faculty Form	2	6 weeks prior
Rooming List	1	6 weeks prior
Congressional District List	1	6 weeks prior
Jewish Media Information Form	1	6 weeks prior

Specific deadline dates for each seminar will be emailed out to each agency contact approximately 16 weeks before the start of the seminar.

Instructions

1. The Group Registration Form must be mailed to PANIM with a single check or credit card payment including the non-refundable \$100/student deposit check in order to reserve student spaces. Please review policies carefully before signing the form and call if you have any questions. The Group Registration form and non-refundable deposit check or credit card payment are accepted on a space available basis but due no later than 12 weeks prior to seminar.
2. **All deposits must be paid to PANIM before the beginning of the seminar – no exceptions.**
3. All other forms must be mailed to the PANIM office at least 6 weeks prior to the seminar.
4. **Photocopy all completed forms** for your records before mailing then to the PANIM office in case the forms get lost in the mail or even in your office.
5. Use the official Student Registration Form enclosed. It serves as a contract between PANIM and each participant. **Please do not modify the form.**
6. The Student form and Visiting Faculty form both ask for Social Security Numbers, birthdates, and countries of origin and citizenship. On some seminars (but not all) our students are able to meet with members of the White House staff at the Old Executive Office Building on the White House grounds. For this, they must be pre-screened by White House security, and this information must be provided to PANIM three weeks before the seminar. All forms with this information are not recycled or thrown away; they are shredded to preserve the security of this information.
7. Student forms that come to us unsigned by the parent or guardian will be returned.
8. For your convenience we have provided a contact information box for you to fill out *before* handing copies out to students and their parents. This way students and parents will know who to call if they have any questions & where to turn in all checks and forms.
9. Forms, payments, and notifications of cancellations are not “received” until they reach the PANIM office.

Questions? Call 202-857-6633 or email registrar@panim.org

Group Registration Form

PANIM: The Institute for Jewish Leadership and Values enters into contracts with sponsoring agencies to provide seminar services. As such, participating agencies must comply with the following policies:

Extended Stay

If your agency will need rooms before or after the seminar, please contact Mikah Goldman, at mikahg@panim.org or 202-857-6622. Requests for extended stay rooms must be submitted to PANIM at least one month before the seminar.

Visiting Faculty Background Checks

PANIM is now conducting background checks on **all** adults accompanying students on seminars. This means that we will **need** signed releases from each visiting faculty **no later than three weeks before your seminar date**. Please make sure to finalize your staffing plans in a timely manner. Feel free to call us with any questions you may have.

Payments

*PANIM recommends agencies collect payment in full from each student/family (or set up a payment schedule) prior to sending in reservation form and **non-refundable deposits**.*

- A) It is the responsibility of the group to collect all applicable fees from students and visiting faculty, as appropriate. All payments to PANIM are to be made in the form of a SINGLE CHECK or credit card provided by the sponsoring agency. All personal or family checks will be returned.
- B) **Deposit** – a **non-refundable \$100 per student deposit** is due **no less than 12 weeks prior** to the seminar. The group's non-refundable deposit is to be paid in a single check or credit card provided by the sponsoring agency. Agencies must have their deposits paid to PANIM before the beginning of the seminar – No Exceptions.
- C) PANIM will not accept non-refundable deposits for the 2009-2010 program year until all fees from previous years have been paid in full.
- D) **Fee balance** – all outstanding fees are due **no less than 15 days before** the program date. The balance is to be paid in a single check/credit card payment from the sponsoring agency.
- E) **Late fee** – a late payment fee of 2% will be placed on all balances unpaid by the start of the seminar.

Cancellations

- A) Cancellations occurring **prior to 15 days** before the seminar will incur a forfeiture of any canceled students' non-refundable \$100 deposits unless the student is replaced by a student of the same gender.
- B) Cancellations occurring **within 15 days** of a seminar incur payment due on all student fees (the full \$595/student tuition) and any additional expenses incurred on behalf of the student OR student may be replaced by student of the same gender.
- C) If a student cancels within 15 days due to a **medical or family emergency**, and provides a note from a doctor or rabbi, a \$200 **credit** will be applied to the account of the sponsoring agency for next year's seminar. **\$100 deposit is non-refundable**.
- D) Regardless of anticipated scholarship and/or grant funds, **all cancellations are calculated at the full tuition rate** (\$595), since subsidies cannot be collected for students who do not attend.
- E) **Fees for visiting faculty will be assessed according to the actual number of paid student tuitions**; i.e. - if you originally reserved for 20 students and 2 faculty but bring 18 students and 2 faculty, you will only have one free faculty and still be financially responsible for your second faculty person's fees.

On behalf of my agency, I understand and accept the financial obligations, Terms and Policies on both pages of the Group Registration Form. I have read, initialed, and have kept copies of both pages for my records.

Signature of Contact Person

Date

To secure your reservation, you must sign this form and mail both pages and the non-refundable deposits to:

Registrar, The PANIM Institute for Jewish Leadership and Values

2020 K St. NW, 7th Floor Washington, DC 20006

Fax: 202-857-6568

This form must be signed by the group's representative. If unsigned, it will be returned. This is your group's contract with PANIM.

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____



2009-2010 Participant Registration Form

★ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ★
Please PRINT all information clearly

This box to be filled out by the trip organizer. Direct any questions and/or return this application to:

Contact Person's Name: _____ Agency: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Application Must be Returned by: _____ Seminar Dates: _____

First & Last Name: _____ Male or Female Date of Birth: _____

Social Security #: _____ Country of Origin: _____ Country of Citizenship: _____

Information on the line above is needed for a possible visit to the White House Executive Office Building while on seminar. If this information is not provided to us by three weeks before the seminar, we cannot guarantee that the student will be able to attend this part of the program as the White House requires them to be pre-screened. After the program, all forms with SSNs are shredded.

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Participant Cell Phone: _____

Participant Email: _____ Grade in school: 10th 11th 12th Year Graduating: _____

PANIM program alum? No Yes, when? _____ T-Shirt: Please circle one S M L XL XXL XXXL

Your synagogue's name & city (if applicable): _____

Your affiliation: (check one) Conservative Orthodox Reconstructionist Reform _____

U.S. House of Representatives District #: _____ Member Name: _____

Bag lunch: (check one) corned beef turkey pita & hummus peanut butter & jelly

All meals are strictly kosher. Please list any dietary restrictions (ie. vegetarian) or any food allergies: _____

Main Parent/Family Email (for subsequent mailings from PANIM): _____

Parent(s) and/or other adults to be contacted in case of emergency: One person per section please.

Parent / Guardian 1 Title (ie. Mr, Mrs.): _____ First & Last Name: _____

Relationship: _____ Home Phone (if diff.): _____ Work Phone: _____ Cell Phone: _____

Parent / Guardian 2 Title (ie. Mr, Mrs.): _____ First & Last Name: _____

Relationship to Student: _____ Address (if different): _____

Home Phone (if different): _____ Work Phone: _____ Cell Phone: _____

The parent or guardian must sign the 2nd page or this form will be returned without being processed.
THIS APPLICATION HAS 2 PAGES: PLEASE COMPLETE THE NEXT PAGE →

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____

Participant Name _____ Sponsoring Agency/Community _____

☆ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ☆

Agreements and Regulations

(Do not alter the section below. If it is submitted to PANIM in an altered form, this form will be returned without being processed and will have to be resubmitted.)

We agree to permit the applicant student to participate in the *Panim el Panim* seminar conducted by PANIM: The Institute for Jewish Leadership and Values, pursuant to the conditions stated in the agreement below:

1. The tuition for the seminar is \$595, of which **\$100 is a non-refundable deposit**. Payment is to be made through the sponsoring group or school. We understand that we are responsible to the sponsoring group or school for payment of tuition and any additional costs incurred on our behalf.
2. No refund of tuition can be made for cancellations less than 15 days prior to a seminar. All cancellations must be made in writing and may be faxed to PANIM at 202-857-6568 or emailed to PANIM@bbyo.org. In the event of participant or family medical emergency or a death in the family, a \$200 credit will be applied to the sponsoring agency’s account for use at a future seminar. This is a credit only – **no funds can be returned**. Documentation from your doctor or rabbi may be required. **The \$100 deposit is non-refundable.**
3. Rules presented to participants at the seminar are to ensure the safety and quality of the seminar for all participants. Use or possession of drugs, alcohol, or weapons; abuse, defacement or theft of property; breaking curfew; unauthorized absence from programs or program site; or failure to cooperate with PANIM staff in all facets of the scheduled program, will result in disciplinary action. Should severe infractions occur, PANIM reserves the right to dismiss the participant from the seminar and immediately transfer the participant home at the expense of his or her family, with no refund of any tuition payments.
4. PANIM may use slides, photographs, or videotapes of the participant in connection with the seminar.
5. PANIM will not be held responsible for theft, loss, or damage to participant’s personal property.
6. In the event that the PANIM staff believes that the participant is in need of medical treatment or hospital consultation, treatment or admission, every effort will be made to contact a parent/guardian for authorization. Should the staff be unable to establish contact with a parent/guardian, such care is hereby authorized.
7. **MEDICAL INFORMATION:** If the participant has any condition that might require medication, accommodation, and/or special attention, please detail the condition and explain any measures that are needed to provide proper care. List any medications and dosages currently being prescribed for use by a physician. **Please attach additional/more detailed information if needed:**

8. PANIM will not be responsible for medical bills. Please provide your own medical insurance information:
Name of Insurance Company: _____ Policy Number: _____
Name of Policy Holder: _____ Group Number: _____
9. PANIM makes every effort to accommodate participants with special needs of all types. In order to do so, it is the family’s responsibility to provide such information which will be kept in the strictest confidence, to be shared with staff on a need-to-know basis. For the safety and well being of all participants it is critical that you disclose any conditions/situations that may affect your teen’s experience. Please attach any additional information:

We certify that we have read the above agreements and regulations, that the information provided is true, and that we will inform PANIM of any relevant changes. We understand that _____ (the participant) will abide by the behavioral expectations and rules set by PANIM staff as outlined above.

Applicant’s Signature

Parent or Guardian’s Signature

Date

**The Parent or Guardian *must* sign this page or this form will be returned without being processed
THIS APPLICATION HAS 2 PAGES: PLEASE COMPLETE THE PREVIOUS PAGE →**

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____



2009-2010 Visiting Faculty Form

★ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ★
Please PRINT all information clearly

Seminar Date: _____ Group/Agency Name: _____

Title, First & Last Name: _____ Male, or Female Date of Birth: _____

What name would you like to be printed on your nametag?: _____

Social Security #: _____ Country of Origin: _____ Country of Citizenship: _____

Driver's License Number: _____ State of Issue: _____

Information on the lines above are needed for a background check (see back) and for a possible visit to the White House Executive Office Building while on seminar. If this information is not provided to us by three weeks before the seminar, we cannot guarantee that the visiting faculty will be able to attend the seminar as all staff are required to be pre-screened. After the program, all forms are shredded. Please contact us with any questions.

Relation to group attending: _____ Job Title: _____

Please send seminar material to my: Home or Work Address. (Put the preferred address below)

Street: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Cell Phone: _____ Best time/place to call you: _____

E-mail Address: _____ T-Shirt Size: S M L XL XXL XXXL

Bag lunch request: corned beef turkey pita & hummus peanut butter & jelly

All meals are strictly kosher. Please list any dietary restrictions (ie. Vegetarian) or any food allergies: _____

Name of other visiting faculty you would like to room with: _____

*If you would like a single room, you must consult your agency's contact person.
PANIM can only accept single room requests made by the Agency Contact.*

Emergency Contact Name: _____ Relation: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

PANIM will not be responsible for medical bills. Please provide your own medical insurance information:

Name of Insurance Company: _____ Policy Number: _____

Name of Policy Holder: _____ Group Number: _____

If you have any condition (medical, etc.) that might require special attention, please detail the condition and explain any measures that are needed to provide proper care: _____

- PANIM will not be held responsible for theft, loss, or damage to Visiting Faculty's personal property.
- PANIM may use slides, photographs, or videotapes of me in connection with the seminar.

I certify that I have read the information above and the responsibilities on the next page, that I have photocopied both pages for my records, that the information provided is true and that I will inform PANIM of any changes.

Visiting Faculty Signature _____

Date _____

The PANIM Institute for Jewish Leadership and Values

2020 K St. NW, 7th Floor Washington, DC 20006

Phone: 202-857-6633 Fax: 202-857-6568 Email: PANIM@bbyo.org Web: www.panim.org

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____

Visiting Faculty Responsibilities

Below you will find a brief description of the role and responsibilities of the Visiting Faculty who attend our seminars. We regard you as an integral part of our program. As such, we ask that you play a variety of roles and fulfill a number of responsibilities during the course of your seminar.

Preparing the students prior to the trip: It is very helpful to arrange several orientation sessions for participating students in the weeks leading up to your departure for Washington. Students get more out of the seminar when they have had some preparation. We suggest that you copy the materials we will send to you and have your students read them before leaving for Washington.

Facilitating small group discussions: We typically ask the Visiting Faculty to serve as facilitators for *Limudim* (study sessions), small group discussions which are related to presentations by policy experts. In such instances you will be assigned a random group of 8-12 students from among all of the participating agencies. You need not be an expert on the assigned topic to be an effective facilitator and, in fact, **we stress that you avoid adopting a frontal teaching style during these short breakout sessions.** Rather, **we are counting on you to ask leading questions about the issue at hand, play “devil’s advocate”, and see to it that all students in your group contribute to the discussion.** The unit(s) will be included in your Visiting Faculty packet which will be sent to you a few weeks prior to the seminar. The unit(s) will help you become familiar with these topics and PANIM staff will review the format for the group discussions at faculty meetings during the seminar.

There are also many instances when we will ask student participants, based on recommendations from the Visiting Faculty, to serve in leadership roles for various programs. Before your trip to DC you may want to consider which students would serve as good discussion facilitators, keeping in mind maturity, gender equity, and leadership abilities. We would then assign the Visiting Faculty to serve as “backup” to the youth leader; helping to maintain focus, suggesting different approaches or perspectives and serving as a resource for the group as it struggles with its assigned question(s) or task(s). PANIM staff will provide further instructions for both students and faculty.

Helping to provide supervision: *We depend upon the Visiting Faculty to help provide a proper level of supervision for the students, both your own as well as those from other communities, and therefore expect all of our Visiting Faculty to be with the group throughout the seminar.* Although you bear direct responsibility for the students from your own agency, we expect that you will interact with all participants and accept responsibility for them as the need arises. At our initial faculty meeting, we will review in greater detail your specific duties, which will include supervision during group travel, room checks at curfew, ensuring timeliness to all programs and informing PANIM staff in the event of misbehavior of any kind.

The lead faculty for your seminar will contact you by phone prior to your trip. In the meantime, if you have any questions, please do not hesitate to call Mikah Goldman at 202-857-6622. We look forward to meeting you and your students in Washington, D.C.

Consent to Background Checks (ADV-2)

I hereby authorize BBYO, Inc. and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of social security number; current and previous residences; employment history including all personnel files; education including transcripts; character references; credit history and reports; criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; birth records; motor vehicle records to include traffic citations and registration; and any other public records or to conduct interviews with third parties relative to my character, general reputation, personal characteristics or mode of living.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to BBYO, Inc. or to its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release BBYO, Inc., the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release. You may contact me as indicated below.

Please Print

 (First Name) (Middle Name) (Last Name) (Maiden Name)

Former Name(s) and Dates Used: _____

Current Address Since: _____ (Month/Year):

 (Street) (Apt#) (City) (State) (Zip)

Signature: _____ **Date** _____

NOTICE TO CALIFORNIA APPLICANTS:

Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living.

_____ I want to receive a free copy of any investigative consumer report requested on me.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by ADREM during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at ADREM in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.



2009-2010 Rooming List

★ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ★
Please PRINT all information clearly

Seminar Date: _____ Sponsoring Institution: _____

Contact Person: _____

Phone #: _____ Email: _____

- The standard arrangement is four students with two double beds to a room.
- We try to accommodate rooming requests, and do not allow students to switch rooms during the seminar
- If list is not received by **three** weeks before the beginning of the seminar, rooms will be assigned randomly.
- **If you have an odd number of students, please indicate which student can be on his/her own with students from another community.**

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

<u>Room</u>	<u>Grade</u>	<u>Room</u>	<u>Grade</u>
1)		1)	
2)		2)	

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____



2009-2010 Congressional Districts List

★ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ★
Please PRINT all information clearly

Please submit one form PER STATE - This form is for informational purposes only

PANIM will try to arrange appointments with your Representative(s) and/or Senator(s), but in many instances students will be meeting with members of their staff.

Seminar Date: _____ **Sponsoring Institution:** _____

Contact Person: _____

Phone #: _____ **Email:** _____

In order to arrange Capitol Hill appointments for your students, please provide us with the names of their Senators and U.S. Representatives. House districts can be identified at www.house.gov. (This is a great pre-seminar activity-have your teens find the answers!)

If you intend to arrange your own meeting, please let us know at least 4 weeks before the seminar below. Please note any other special requests or arrangements here as well: _____

State: _____ **Senators:** _____

State & Dist.: _____ **US Rep:** _____

Students:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

State & Dist.: _____ **US Rep:** _____

Students:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

State & Dist.: _____ **US Rep:** _____

Students:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

State & Dist.: _____ **US Rep:** _____

Students:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

The PANIM Institute for Jewish Leadership and Values
2020 K St. NW, 7th Floor Washington, DC 20006
Phone: 202-857-6633 Fax: 202-857-6568 Email: PANIM@bbyo.org Web: www.panim.org

For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____



2009-2010 Jewish Media Information Form

☆ This form must be returned to PANIM 6 WEEKS before the seminar. Please Do Not Alter This Form ☆
Please PRINT all information clearly

Seminar Date: _____ Sponsoring Institution: _____

Contact Person: _____

Phone #: _____ Email: _____

After your seminar concludes, we will send a press release to your local Jewish newspaper and the community contact person.

Name of Local Jewish Newspaper: _____

Address of Local Jewish Newspaper: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Contact Name: _____ Email: _____

Name of Local Jewish Newspaper: _____

Address of Local Jewish Newspaper: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Contact Name: _____ Email: _____

Name of Local Jewish Newspaper: _____

Address of Local Jewish Newspaper: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Contact Name: _____ Email: _____

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For Office Use Only Date Received: _____ Seminar Type: _____ PeP/ODS/PDS _____