



**Sababa Divisional Executive
Board Candidacy Application
2018-2019**

All applications must be submitted by

March 14th 2018

E-Mail Addresses (Send to BOTH):

David Glickman

sababapresident@metnyusy.org

&

Dani Hauser

sababa@metnyusy.org

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Dear Potential Divisional Executive Board Candidate,

Yasher Koach! We are so happy that you decided to apply to be a candidate for the 2018-2019 Sababa Divisional Executive Board (DEB). Your love and care for our division are greatly appreciated. We have had an amazing year thanks to you and the other prospective leaders of our division. With your support and energy, we will continue to be able to show the mighty METNY region what we are made of.

When most USYers think of a specific divisional officer, they most likely associate him/her/them with the specific tasks under this position's delegation. It's important to understand that serving as a divisional officer is so much more than planning or leading a program for Kinnus. A DEB officer is a team-player, always willing to help your fellow board members at any given moment. A DEB officer should be able to balance their position with their public behavior. A DEB officer should be modest, appropriate, and admirable at all times. You will be representing USY, which may be one of your most important responsibilities on board.

Please read through this application carefully on your own, then do the same with a parent or legal guardian; only then should you begin filling anything out. Being on DEB is an enormous commitment and it's imperative for you, as well as the future DEB, that you understand exactly what you are applying to be apart of. This is one of the reasons we have added an interview as a part of this application process. Before applying if you have any questions please do not hesitate to contact me or any DEB members (our emails are at the bottom)

What makes our division special is that we are a family. When a new member comes to an Sababa event, they should immediately feel validated and special just for being *there*--a part of the Sababa *Mishpacha*, or family.

This is where you come in. It is up to *you* to keep this comfortable tone and warm atmosphere alive in the division. Regardless of the results, you are a leader and must continue to spread the fire inside to those younger, older, and beside you.

Once again, thank you so much for applying, and I, as well as the rest of the DEB, wish you the best of luck.

Love,
David Glickman, Sababa Divisional President, 2017-2018

Checklist and Deadlines

Promptness is key when on Divisional Executive Board. Here is an outline of every item that must be submitted via E-Mail, and the date that they must be submitted by, so there is neither confusion, nor excuses. Late applications will not be accepted.

<i>Checkbox</i>	<i>Item</i>	<i>Deadline</i>
	Candidates Application	March 14th 2018
	Youth Director and/or Rabbi Evaluation / Sample Letter to Rabbi Questionnaires	March 16th 2018
	Position Specific Evaluation <i>(Interview must be scheduled)</i>	March 12th_2018
	Standards Commitment Form & Signatures	March 14th 2018
	Candidates Information Sheet <i>(will be published)</i>	March 14th 2018
	Names of Nominators and Ballot Overseers	March 14th 2018

Item Explanations

- **Candidates Application**
 - This item is due on **March 14th 2018**
 - This item entails the questions answered in full, **typed**, and proofread. This also includes all signatures of permission.
- **Youth Director and/or Rabbi Evaluation / Sample Letter to Rabbi Questionnaire**
 - This item is due **March 16th 2018**
 - This item is essentially the outline to a letter of recommendation. This portion of the application is to see what your Youth Director and/or your Rabbi thinks of you as a leader and it allows you to write about how you would go about creating a strong relationship with the community.
- **Position Specific Evaluation**
 - This interview must be scheduled by **March 12th2018**
 - This is an interview so that the current holder of the position you desire acquires a gauge on your readiness for leading this division.
 - Officers will be having meetings during the week of **March 12th 2018 until March 16th 2018.**
- **Candidates Information Sheet**
 - This item is due on **March 14th 2018**
 - This item is your brag sheet and it will be used to show your experience and qualifications. The regulations for this item will be explained following the acceptance of your application.
- **Names of Nominators and Ballot Overseers**
 - This item is due on **March 14th**
 - Each candidate for office will have one person nominate them, and one different person oversee the counting of their ballots following speeches. This item is simply the names of these participants.

Election Procedures

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ELECTION PROCEDURES BUT WERE NEVER TOLD UNTIL NOW

1. Qualifications for Candidacy:

a. President: Must have been a Regional Executive Board officer, Divisional Executive board officer, Chapter President, or Regional/Divisional Kinnus Chairperson for a period of one USY year prior to elections.

b. Other Officers: The qualifications are the same for President, except that a candidate for any other office may also qualify by having served as a Vice President on Chapter board anytime during their tenure in USY, or a Regional/Divisional General Board officer during one USY year prior to elections.

c. Qualifications to run for Divisional Executive Board are at the divisional director's discretion. If you have any concerns about qualifications or do not meet them yet want to run for board, please contact Dani Hauser at Sababa@metnyusy.org

2. The order of election will be:

- President
- Israel Affairs Vice-President
- Religion/Education Vice-President
- Social Action/Tikun Olam Vice-President
- Membership/Kadima Vice-President
- Communications Vice-President

3. Every applicant must complete and submit the election materials and applications promptly and with honest information given. ****Applicants will not be considered a candidate until the evaluations and answers provided are reviewed and accepted by the current DEB and Divisional Staff. ****

4. Each candidate will have his/her qualifications posted electronically prior to elections and/or projected behind the candidate during their election speech.

5. The election is scheduled to take place at METNY Palooza on March 2th, 2018.

6. Speeches will be limited in length to five (5) minutes for Presidential candidates and three (3) minutes for all other offices.

7. A quorum will consist of two thirds (2/3) of those delegates present at the session. In order to win an election, one must receive over half of the votes cast with abstentions not being considered as votes cast. Unless a candidate is unopposed, closed balloting will be the employed method of voting.

8. “Drop Down” Policy: A candidate for Divisional President may only drop down to one Vice Presidential position on the Divisional Level. Candidates for any Divisional Vice Presidential position unequivocally may not drop down to a different Divisional Vice Presidential position. ****In essence, there is only one drop down possibility and that is for Divisional Presidential Candidates only. If you plan on dropping down, please let Dani Hauser, Sababa Divisional Director, know prior to elections.****

9. A candidate may not use any Chapter, Divisional, or Regional funds for a political campaign prior to elections, and there is **no political campaigning before/during elections.**

10. Once elected, you naturally serve as an example of positive association with Judaism and must oblige to all standards as such. Such standards include but are not limited to: being observant of Shabbat and observing Kashrut (laws of keeping Kosher) in public if you do not already live in this manner. If you are not currently enrolled in Judaic study for at least three hours per week, it is necessary that you do so. Divisional officers are expected to model healthy Jewish dating choices. Officers should be the embodiment of USY’s Zero Tolerance policy towards bullying/hazing, and should strive to create a welcoming environment. They are expected to hold themselves to the highest ethical standards. They shall not participate in any act recognized as Lashon Hora, or gossip, and they will treat all USYers and staff with respect. They are also expected not to **ever** illegally use drugs and alcohol.

11. As a committed USYer, you must continue your active participation in your chapter, division, region, and synagogue. This includes attending a minimum of four religious services monthly, three of which must be on Shabbat, and being a paid member in good standing of your chapter, division, and region.

12. This year, we will continue the tradition of “informal” nominations prior to the election proceedings of each office. During the nomination, only one person will be able to approach the microphone for 30 seconds to nominate you. All nominations must be appropriate and in the spirit of a positive environment.

13. Should you be elected to the Divisional Executive Board, you promise to serve as a role model at conventions and will participate in all assigned programming and

sichot. Divisional board means displaying an example you wish for the USYers to follow. This means always being where you are supposed to be and not taking advantage of any supposed “special privileges”.

13. Each candidate is entitled to a ballot overseer. Failure to submit your ballot overseer to Dani/David on time will result in the loss of the opportunity to have a nominator. The results of an election are private and confidential. We ask that you chose someone that will not share the result of the election with you or anyone else. Please keep in mind ballot overseers are assigned on a first come first serve basis. Nobody can be a ballot overseer for an election for which they are a nominator in the next election.

14. In the case of an emergency where your nominator/ballot overseer is unable to be present at elections, a candidate will have the opportunity to select a new nominator/ballot overseer. The original nominator/ballot overseer must be in touch with the divisional director/president at least 36 hours before elections, barring an unforeseen circumstance the day of elections.

15. If your parent is your youth director, the divisional director will complete the needed portion of the application in lieu of the chapter youth director.

16. If nobody is running for a specific office, the divisional director and the outgoing and incoming presidents will consult with the new board on opening an application process or having that role be filled by the board otherwise. In other words, there is no running off the floor.

17. By March 20th, you will receive confirmation that you have completed all of the prerequisites needed to run for Divisional Executive Board. You will also be notified that you are eligible to run for board by being in good standing in your current office. Anyone that is not in good standing will be notified.

18. There is a mandatory conference call for all candidates on March 12th at 8:00 PM . On this call each candidate must have a parent on the line with them. Attendance will be checked on the call. On the call we will run through election procedures as well as answer any questions by those on the call. We will also discuss standards and expectations. If you cannot make it due to prior commitment please email Dani at sababa@metnyusy.org

19. I, _____, by virtue of signing this page hereby agree to the above mentioned regulations regarding elections. I also understand that the regulations are subject to change at the discretion of the Sababa Divisional Director and the Sababa Divisional President only. You will be notified of any such changes.

Potential Candidate's Application

*(Please **type** your responses to these questions on a separate document.)*

As an essential portion to the application process, we are asking that you report not only your accomplishments and standing on the USY chapter, divisional, and regional level, but also your character and abilities as a person and student. Please answer the following questions thoroughly with complete respect and **honesty**. Our goal is to help you identify your strengths and weaknesses, to help you be the best leader you can be, and to strive toward your ultimate accomplishment: being elected a Divisional Officer.

Name: _____ Grade: _____ Age: _____

Chapter: _____

Home Address: _____ City/State: _____

Zip Code: _____ Cell Phone: (_____) - _____ - _____

E-Mail Address: _____

Desired Position for Candidacy: _____

Presidential candidates only:

Presidential candidates are allowed to drop down once. Please state below which position you will drop down to. If you would like to forgo the ability to drop down please write, "N.A."

Drop Down Position: _____

Applicant Evaluation

- 1. The number one reason you want to be on divisional board is...**
- 2. What qualities would make you a strong divisional officer?** (Max 50 words)

- 3. What are three words that describe you?**
- 4. What is your motivation?** (Max 50 words)
- 5. What are your biggest weaknesses as a person, as a friend, as a team member, and as a leader?** (Max 100 words)
- 6. Please give us an example of how you work well with a team of USYers? Or describe any scenario where you have had to delegate responsibility.** (Max 150 words)
- 7. How do you handle failure and criticism in regards to programs?**
(Max 50 words)
- 8. What was your favorite part about this past Sababa Divisional Kinnus (or last divisional/regional kinnus attended)? What was your least favorite part and how would you have changed it? (Be constructive)**
(Max 150 words)
- 9. What time commitments do you feel is necessary to be a divisional officer? Please give an example of how you will manage time effectively while working with deadlines.** (Max 75 words)
- 10. What is an example of an accomplishment that you have made in your USY career that you are particularly proud of? What went correctly? What challenges did you overcome on the way?** (Max 150 words)
- 11. In great detail, what are three goals you have for the upcoming year if elected?**
- 12. Do you have any apprehensions or concerns regarding elections, or if elected, your term?**

Should I be elected, I pledge to adhere to the following standards throughout my term in office. (These standards apply once elected and are not necessarily the standards that must be met to be allowed to run)

STANDARDS FOR THE DIVISIONAL EXECUTIVE BOARD 2018-2019

1. Observe Shabbat and Jewish Holidays by refraining from all school examinations and public functions thereon, including social media.
2. Observe kashrut wherever possible, in private and at all times in public. USYers from non-Kosher homes are not expected to be in a position to make changes in their private lives, but are required to observe the laws of kashrut in public
3. Participate in some mode of Judaic Study for not less than three hours a week and not less than four religious services monthly, three of which must be on Shabbat
4. Participate actively in the affairs of the chapter, region, and in all the activities of the division
5. The Officers will strive to model healthy Jewish dating choices. These include recognizing the importance of dating within the Jewish community and treating each person with the recognition that they were created *Betzelem Elohim* (in the image of God).
6. The Officers will foster a safe and inclusive community. USY leaders should serve as the embodiment of USY's Zero Tolerance policy towards bullying, and create a welcoming environment.
7. The Officers are expected to hold themselves and each other to the highest ethical standards.
8. This includes refraining from *Lashon Hara* (gossip) and treating others with *Kavod* (respect).
9. It is expected that the leaders of the organization refrain from the illegal use of drugs and the use of alcohol
10. Officers understand that their job is a time commitment, failure to put in the time could lead to dismissal from their position.

By signing, I affirm that everything I have stated is the honest truth. I affirm my intent to run for office and I also pledge that if elected I will adhere to the above standards. I understand that if I neglect to follow the above mentioned standards I will be dismissed from office

Petition for Office:

I would like to be considered a candidate for the following office:

Your Signature _____

Parent/Guardian's Signature _____

Chapter Youth Director's Signature _____

Rabbi's Signature _____

Youth Director Evaluation

*If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation/Sample Letter with your application.*

*If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation/Sample Letter to Rabbi with your application (select one).*

Please request to your Youth Director that this evaluation be E-Mailed directly to sababa@metnyusy.org

One of your USYers is applying to be a candidate for Divisional Office, and as a Youth Director, you are requested to fill out the following evaluation. Our sole intent in asking you to disclose this important information is so we can have a stronger understanding of the USYer, and so we can ensure that the region is equipped with an excellent, diligent, and accomplished Divisional Executive Board. We ask you to focus on the USYer's accomplishments, programs, and character through personal anecdotes and interactions you have had with this candidate. Please take the time to fill out the evaluation below studiously, carefully, and most importantly, honestly.

All disclosed information will be kept in the strictest of confidence.

Youth Director's Name: _____ **Chapter:** _____

USYer's Name: _____

Division (check one): ___ Emek ___ Ruach ___ Sababa

Feel free to use a separate sheet of paper if necessary.

- How well do you know this USYer?

- Describe the USYer's chapter involvement, participation, and contributions.

- Do you feel that this USYer would make a strong Divisional Officer? Please explain your reasoning.
- Do you have any concerns about this USYer holding a divisional board position?
- Does this USYer currently present him/her/themself as a dugmah (role model) to other USYers?
- On a scale of 1-10, how do you like working alongside this USYer? Feel free to share a story or a specific positive experience if you can think of one (this answer is just for us to get to know the USYer on a more personal level and will not affect the overall result in the decision-making process).

E-Mailing Information:

**** Must be sent no later than March 16th 2018 ****

Dani Hauser
Sababa Divisional Director
sababa@metnyusy.org

Rabbi Evaluation

If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation/ Sample Letter to Rabbi with your application.

If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation/Sample Letter to Rabbi with your application (select one).

****Please request to your Rabbi that this evaluation be E-Mailed directly to Dani Hauser, Sababa Divisional Director, at sababa@metnyusy.org NO LATER THAN MARCH 16th, 2018****

This USYer is applying to be a candidate for the Queens, Manhattan, and Brooklyn division's Executive Board. In order to truly authenticate the application process, you are requested to fill out the following evaluation. Our sole intent in asking you to disclose this important information is so we can have a stronger understanding of the USYer, and so we can ensure that the region is equipped with strong *dugmaot*. If you do not feel comfortable answering a question due to a lack of personal interactions with the potential candidate, please write these honest thoughts down so we can take this into consideration.

All disclosed information will be kept in the strictest of confidence.

USYer's Name: _____ Synagogue: _____

Rabbi's Name: _____

Division (USYer check one): ___ Emek ___ Ruach ___ Sababa

Feel free to use a separate sheet of paper if necessary.

- How long have you known this USYer and his/her/their family? Please describe your relationship with the candidate.
- Please describe the USYer's synagogue involvement religiously, and as a part of the community.
- Does this USYer currently present him/her/themself as a *dugmah* to other teens?
- Please use the information below to express any accolades or concerns you have regarding this USYer.

Sample Letter to Rabbi

USYer's Name: _____

Synagogue: _____

Division: ___ Emek ___ Ruach ___ Sababa

*If you are a candidate for the position of **Divisional President**: please submit both the Youth Director Evaluation and the Rabbi Evaluation / Sample Letter to Rabbi with your application.*

*If you are a candidate for a **Vice-President Office**: please submit either the Youth Director Evaluation or the Rabbi Evaluation / Sample Letter to Rabbi with your application (select one).*

Please attach this sample letter to be E-Mailed directly to sababa@metnyusy.org

If a candidate would prefer, he/she has the ability to submit a sample letter showing how the candidate will develop a working relationship with local Rabbis and how the candidate will approach the situation to create relationships with Rabbis.

In this sample letter you should:

- Introduce yourself
- Explain your role in USY as the elected board member for your position
- Explain why you are reaching out to the Rabbi
- Explain steps you would take to develop strong relationships with the Rabbis
- Explain why it is important to be in close communication with local Rabbis

E-Mailing Information:

**** Must be sent no later than March 16th 2018 ****

Dani Hauser
Sababa Divisional Director
sababa@metnyusy.org

Position-Specific Evaluation Information

Current Holder of Office Name: _____

USY Candidate-to-be Name: _____

Dear USY Candidate,

In addition to the written part of this application, it's important for us as the Divisional Board to get to know you on a more personal level. With this in mind, we would like to introduce "Position-Specific Evaluations." This will be an interview/informational meeting with the officer who currently holds the desired position in office where you will be asked a series of questions about your character, your experience, ideas/initiatives, and more.

This portion of the application allows us to learn more about you, but this learning experience benefits both parties as this will give you the opportunity to ask any questions you may have about the desired position. More often than not, USYers will jump into a leadership position with an expectation of their jobs and responsibilities, but what many fail to realize far too late into the commitment has to do with the lack of understanding for what it means to be a Divisional Executive Board member as well as serving as a President / Vice President.

In order to set up your interview, please be in touch with the Divisional Officer of the desired position by March 12th 2018 to coordinate an in-person session, video-conference, or phone call. Officers will be having meetings during the week of March 12th 2018 until March 16th 2018.

Thank you so much in advance for your cooperation, and we look forward to reviewing your application.

B'Hatzlacha (Good Luck),

David Glickman, Divisional President -- sababapresident@metnyusy.org

Elijah Wise, Divisional Israel/Affairs V.P -- sababaiavp@gmail.com

Eliana Schulman, Divisional Religion/Education V.P -- sababareledvp@gmail.com

Sarah Zipkowitz, Divisional Social Action/Tikun Olam V.P -- sababasatovp@gmail.com

Samuel Leifer, Divisional Membership/Kadima V.P -- sababamemkadvp@gmail.com

Joshua Leeman, Divisional Communications V.P -- sababacommvp1@gmail.com

Note: If the USYer filling out this application is running to further extend his/her/their term in the current position of office, please have this part of the application completed with the Divisional President or the Divisional Youth Director.