



## Passport to Israel Partnership Responsibilities

Passport to Israel is a partnership of families, congregations and the Milwaukee Jewish Federation. Its success depends upon the cooperation of the parties involved with responsibility shared among them.

The **CONGREGATION** will:

1. Affiliate with the Passport to Israel Program by agreeing to facilitate an annual contribution per child enrolled in the Passport to Israel Program.
2. Encourage enrolment of new Passport to Israel participants from children of congregational members.
3. Appoint a Passport Coordinator who will work with families, encourage participation, and serve as liaison to the Federation's Passport to Israel Program Administrator. The coordinator will contact eligible families, answer questions about the program and obtain clarification from the Federation where necessary.
4. Issue an annual check payable to the Milwaukee Jewish Federation for congregation and family contributions.
5. Submit information concerning Passport participants as requested by the Federation.
6. Notify the Federation of suspensions, withdrawals and transfers.

The **FAMILY** will:

1. Submit a fully completed and signed Passport to Israel participation agreement to signify initial enrollment of the child eligible for participation in the Passport program.
2. Remit annual contribution towards their Passport to Israel Account to their local congregation. Families with no affiliation should make payments directly to the Federation.

3. Provide 60 day written notice to the Passport to Israel Coordinators at the congregations and the Federation of the intention to participate in an approved peer group Israel educational experience.
4. Provide 60 day written notice to congregation and the Federation of the intention to transfer or withdraw money from the Passport to Israel fund.
5. Stay current in the payment of all synagogue dues and other assessments.
6. Maintain a full Synagogue membership (associate members may not participate with their synagogue).

The **FEDERATION** will:

1. Provide Synagogue with information about Passport to Israel.
2. Match full contributions of \$200 from the family/congregation with \$100, to a maximum Federation contribution of \$800.
3. Administer the Passport to Israel Programs as follows:
  - a. Deposit family and congregational funds in an appropriate financial institution.
  - b. Process the annual enrollment
  - c. Maintain enrollment and financial records.
  - d. Determine eligibility of Israel trips.
4. Provide Congregational coordinators with sample contact and billing letters
5. Provide an annual Account Statements for each Passport to Israel participant.

The **PARTNER INSTITUTIONS** will:

1. Affiliate with the Passport to Israel Program.
2. Develop mechanisms to encourage enrollment of youth in the Passport Program.
3. Contribute funds to the Passport to Israel Program for participants in accordance with agency policies based upon participation of Passport enrollees in agency programs.
4. Issue an annual check payable to the Milwaukee Jewish Federation for agency contributions.