

Congregation Rinat Yisrael Tzedekah Collector Policy
Kol HaMerachaym al HaAniim, HaKadosh Baruch Hu Merachaym Alav
(Shulchan Aruch Y.D. 247 3)

Authority, Communication and Principle

1. These guidelines have been approved by Rabbi Adler and the Board of Directors.
2. A laminated copy of these guidelines shall be available in, and stored in or on the Shulchan of each of the Main Sanctuary and the Beit Midrash.
3. Paper copies of these guidelines shall be available in the hallway outside of the Main Sanctuary.
4. These guidelines shall be posted on the Rinat website.
5. These guidelines shall be sent to the full membership.
6. At least annually, a reference to these guidelines shall be communicated to the membership (email, weekly brief, etc).
7. These guidelines attempt to provide a proper and appropriate balance between the responsibilities of the Shul, its members, and those collecting tzedakah. No set of guidelines can anticipate every possible circumstance, and there may be circumstances not covered by these guidelines. In such a case, in the absence of the Rabbi, an Executive Officer, the Gabbai or one of the acting Gabbaim, members should a) for the immediate issue at hand, use their best judgment, making sure at all time to treat others with courtesy, dignity, and respect and b) for future guidance, refer the circumstance to the Rabbi, an Executive Officer or the Gabbai for further clarification.

Guidelines

1. Any and all Collectors are welcome to collect tzedakah outside of the physical building of the Shul.
2. Unless approved by the Rabbi or an Executive Officer of the Shul, only those Collectors with a valid and in-force Teaneck-Bergenfield Tzedakah Committee Certificate (a "TBTC Certificate") are authorized to collect inside the physical building of the Shul. A sample TBTC Certificate is shown reverse side of this document. Any member of the Shul is authorized to ask an individual Collector to present his or her TBTC Certificate. For further information on the Teaneck-Bergenfield Tzedakah Committee, please see <http://www.tzemachdovid.org/community/tzedakah.shtml>.
3. For those Collectors who are authorized to come into the physical building of the Shul (per Paragraph B above), there are time and location limits. The only authorized times are those that correspond to the times of the weekday and Sunday minyanim; all other times are not authorized. The only authorized locations in the Shul are: the hallways outside of the Main Sanctuary and Beit Midrash and, as needed, the restrooms. All other locations in the Shul, including, without limitation: coat rooms, social hall, youth wing, classrooms, kitchen and inside the Main Sanctuary and Beit Midrash, are not authorized.
4. If an individual Collector does not have a valid and in-force TBTC Certificate or if the Collector is found either at a time that is not authorized or in a non-authorized area, the Rabbi, any Executive Officer of the Shul, any Shul employee, the Gabbai or those designated by the Gabbai ("acting Gabbaim") shall ask such individual to leave the Shul premises.
5. For those Collectors who are authorized to come into the physical building of the Shul, the Gabbai or any of the acting Gabbaim are authorized to take, if available, from the pushka and contribute, a designated amount per person to an individual Collector on behalf of the Shul. (A side envelope of cash, funded from the pushka, may be set aside for this purpose.) If a Collector is observed at more than a single minyan on a single day, it should be brought to the attention of the Gabbai or one of the acting Gabbaim to prevent the Shul from making excess contributions. The designated amount shall be determined from time to time by the Executive Committee of the Board in consultation with the Gabbai.
6. The Shul encourages its members to give tzedakah to the pushka and to Collectors with a valid and in-force TBTC Certificate. As the Shul is making a contribution to those Collectors with a valid and in-force TBTC Certificate, to the degree that one contributes to the pushka, one may use

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personal judgment to adjust the amount of tzedakah that one gives to the Collectors (k'virchat Hashem asher natan lach). The Shul does not offer guidelines for members regarding giving tzedakah to Collectors without a valid and in-force TBTC Certificate (outside the physical building of the Shul).

7. Real time exceptions to the above guidelines may be approved only by the Rabbi, an Executive Officer of the Shul, the Gabbai, or in his absence, one of the acting Gabbaim.

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8. Instructions

If you are looking to collect in the Teaneck Bergenfield area, please contact either the shul offices of Rinat, Beth Aaron, or Bnai Yeshurun. You must request one of four applications:

- 1: Individual Need (in English/Hebrew and English/Russian)
- 2: Institutional Solicitation
- 3: Medical Need; and
- 4: Hachnosas Kallah.

There can be no collection for multiple cases.

Please complete the complete the application, attach copies of their supporting documents and return the package to the Tzedakah committee at P.O. Box 3144, Teaneck, New Jersey 07666.

The Tzedakah Committee (supported by a paid staff person) will verify the authenticity and validity of need of the individual through phone calls and letters. This will include contact with other cities where the individual previously received approval.

After this process is completed, you will be invited to meet with the committee for a final review of need and examination of supporting documents. Upon gaining the committee's approval will receive their certificate with a photo, at the completion of the interview.

TEANECK-BERGENFIELD
TZEDAKAH COMMITTEE

Certificate to Collect Funds

From **January 1, 2011** To **January 1, 2011**

This certificate is valid and good only for the period stated above. Photocopies should not be accepted.



Be it known that we have examined the supporting documents and interviewed:

Full Name of Solicitor: **First Name Last Name**

Address: **Address, City, State Zip**

*The above named individual has been authorized to collect funds by the
 Teaneck-Bergenfield Tzedakah Committee
 for the purpose stated below within the Teaneck-Bergenfield community.*

Purpose of these funds: Individual Institution Medical Hachnosas Kallah

S A M P L E

Additional Remarks: _____

This section is completed if collection is for an institution or person other than the holder of certificate.

Name of Institution: _____

Address: _____

Signature: _____

Authorizing Signature: _____

Certificate # **Certificate Number**

Whereas the credentials of the above named individual have been verified, The Teaneck-Bergenfield Tzedakah Committee does not endorse any institution or individual charity.