

**The United Synagogue of
Conservative Judaism**



**The 2009
Solomon Schechter
Awards
for Synagogue Excellence**
GUIDELINES and CRITERIA
for
LIBRARIES

*to be presented at the
Biennial Convention
December 6-10, 2009*

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Solomon Schechter Award Guidelines

Please review and follow these guidelines when applying for a Solomon Schechter award. Entries must be in our hands by the deadline of 5:00 pm Eastern time, Monday, April 17, 2009.

1. United Synagogue's Solomon Schechter Awards program recognizes congregations, not subgroups or affiliates. Therefore, please be sure that all entries are submitted by the congregation. We do not accept submissions from separate departments, programs, or people from the congregation.
2. Multiple entries are allowed but only one entry per award category. Please choose the category for each entry based on the printed guidelines and criteria, and indicate that category on the application.
3. You may put more than one entry in a box, but each entry must have its own application. You may copy the application form [or download the application from www.uscj.org] if you need more application forms.
4. Entries are accepted and judged based on your responses to the guidelines and criteria in each of the award category. We provide guidelines and criteria to simplify the application process and to help the judges to evaluate entries. *You need not respond to every item in the guidelines.* You may describe your entry in narrative form; be sure to include samples of all supporting materials. We encourage materials be submitted in *green formats*. Provide as much in electronic [CD or DVD] media as possible. The web site awards must be submitted in electronic form.
5. **Only congregations in good financial standing as of JUNE 30, 2009 are eligible to receive an award.**
6. Each entry must meet the basic criteria stipulated for its award category. To win an award, an entry must demonstrate extraordinary characteristics or unusual and outstanding aspects that go beyond the expected norms. Entries within award and congregational size categories are compared to each other.
7. We plan to award one gold and one silver award for each congregational size division for each category.
8. **Please note: Materials submitted will not be returned.** All submissions become the property of the United Synagogue of Conservative Judaism for its use. United Synagogue reserves the right to use materials from the submissions, in whole or in part, with appropriate credit, in materials to be produced or distributed by United Synagogue
9. Award-winning entries will be on display at United Synagogue's biennial convention in December 2009. We strongly encourage representatives from the award-winning congregations to attend the convention to accept the awards and to share information about the programs.
10. Applications **must** include an executive summary (**with a maximum of 2-3 brief paragraphs**) on the summary form sheet on the reverse side of the application.
11. The application must be signed as indicated on the application form.
12. Applications and supporting materials must be shipped by delivery services that allow for package tracking (such as Federal Express, USPS Priority Mail or UPS). Materials **MUST** be in our possession by the deadline of **April 17, 2009**. Entries, which include application, supporting material and summary, must be sent to:
Solomon Schechter Awards - The United Synagogue of Conservative Judaism
Rapaport House – 10th Floor
820 Second Avenue, New York, NY 10017

For additional or clarifying information, please talk to our staff consultant, **Aaron L. Kischel**,
at the New England office of United Synagogue of Conservative Judaism
Phone: 617-964-8210 e-mail: kischel@uscj.org

I. ADMINISTRATION

LIBRARIES

Each congregational library applying should prepare a detailed statement of goals, functions, and activities of the congregational library program. Particulars of the report should be accompanied by documentation, supportive literature and photographs. Each library will be judged on its own program. The items listed serve as guidelines for your submission.

1. Describe any innovative/creative projects or programs developed by the library since May 2007.
2. What is the regular schedule of the library?
3. What programs of early childhood education or Religious School occur in conjunction with the library?
4. Describe how the various segments of your synagogue population (i.e. teenagers, USYers, senior citizens, etc.) may use the library.
5. In what ways is the library tied in to the congregation's adult education?
6. How do synagogue staff and faculty make use of the library?
7. Does the library host Book Review or Jewish Book Month programs?
8. How does the library serve as a general community resource?
9. How does the library publicize new books and events?