



*New Jersey Region
United Synagogue of Conservative Judaism
Norman Glikin Synagogues of Excellence Program*

Guidelines for Entries

In order to properly and effectively manage the Norman Glikin Synagogues of Excellence program, administer the process of accepting entries in a well-regulated manner, provide for objective and equitable evaluations, and facilitate proper ways of announcing awards and promoting winning entries, the following instructions are presented for the information of congregations intending to submit applications. Applicants are expected to read these instructions carefully and adhere to them in submitting their entries.

1. Every entry must be submitted by an affiliated congregation as a corporate body rather than a specific arm, department or unit within the congregation. The Norman Glikin Synagogues of Excellence program is designed to recognize congregations rather than its arms, parts, or individuals.
2. A single entry may not be submitted for two different categories. A congregation must decide which category to choose for its particular entry or entries and state the specific category on the application form.
3. Separate entries from the same congregation must be submitted on separate application forms in separate envelopes. Please duplicate the application form for each entry your congregation submits. Entries should be submitted in scrapbook form, in addition to audio and/or video tapes, CD's, or other materials where applicable.
4. Acceptance of submitted entries will be based on the applicant's response to the guidelines and criteria for each of the award categories. Guidelines and criteria are included to make it easier for you to submit, and for the judges to evaluate, entries. You need not respond to every item in the guidelines. Descriptions of your entry can be given in the form of a narrative exposition and must be substantiated with illustrated materials. Your submission must be clean, typed, precise and concise.
5. **ONLY CONGREGATIONS IN GOOD FINANCIAL STANDING BY AUGUST 31, 2008, ARE ELIGIBLE TO SUBMIT ENTRIES.**
6. To qualify for consideration by the Norman Glikin Synagogues of Excellence Committee, each entry must initially meet the basic criteria stipulated for its respective award category. In addition, an entry must present a) some extraordinary characteristics, b) certain unusual and outstanding aspects, or c) achievements which go beyond the expected norms, in order to receive recognition and an award. Entries will be rated in comparison to others in the same category and the same congregational size. **Programs submitted should be as distinctive as possible. Unless there is a significant new element, which should be highlighted in the application, programs that have been submitted by a congregation in previous years will be disqualified.**

7. Entries will be judged by an impartial Awards Committee and professionals selected by the Awards Committee with expertise in the various award categories. The panel of judges will make recommendations to the Committee for the various awards. Therefore, it is essential that your entries are received by our announced deadline of September 8, 2008.
8. **ALL MATERIALS SUBMITTED BECOME THE PROPERTY OF THE UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM (FOR ITS USE) AND WILL NOT BE RETURNED.** Award-winning entries will be on display at the Regional Biennial Convention. The material from submissions may be incorporated into the USCJ Synagogue Resource Center, a unique collection of close to 500 program files available at no cost, upon request, to each USCJ affiliate.
9. All materials must be received by the deadline of 4 p.m., September 8, 2008.
10. All entries (applications and summaries together with supporting materials) must be forwarded to:

**Norman Glikin Synagogues of Excellence Awards
New Jersey Region
The United Synagogue of Conservative Judaism
1090 King Georges Post Road
Suite 1003
Edison, NJ 08837**

11. Each entry must include a summary of 2-3 brief paragraphs along with your application. Please use the summary form sheet found on the reverse side of the application.
12. Signatures of your Synagogue President and Executive Director/Administrator (if applicable) **must be included on the application form.**
13. For additional or clarifying information, please contact our Regional Executive Director, Lisa Harris Glass, at **(732) 738-4301 or glass@uscj.org.**

**NEW JERSEY REGION
UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM**

Norman Glikin Synagogues of Excellence Awards

SUGGESTIONS & IDEAS by PROGRAM CATEGORY

ADULT EDUCATION

Formal Courses

Informal Programs such as Sunday Morning Minyan/Breakfast, Home Study Group, Lecture Series, etc.

Family Education – Educational programs aimed at the entire family, i.e., such as a Weekend Kallah or a Learners' Worship Service.

Parent Education – Programs of educational value aimed at one or more specific groups of parents within the congregation. Such programs may be in the context of the Religious School, such as co-curricular studies for parents paralleling what their children are learning, or they may be apart from the formal educational structure, such as programs for parents on teenage suicide prevention, addictions, or dealing with AIDS.

BULLETINS & PUBLICATIONS

May be print or electronic

Criteria include:

- Presentation of material of Jewish content in terms of information disseminated and the form it takes;
- Presentation of general congregational data, such as schedules of activities, projects, social announcements, holiday readings, etc.;
- Coverage of the Movement: news of the United Synagogue, the Jewish Theological Seminary and other Conservative Movement arms;
- Journalistic skills utilized: excellence of headlines, quality of editing, effective use of copy, space, and typography.
- Layout, readability, general design and use of photos and other graphics;
- Layout of non-professionally printed bulletin (e.g., produced entirely in-house) as to legibility, creative use of available design material and graphics, and use of space.

CELEBRATIONS AND OTHER SPECIAL EVENTS

Special programs such as ground-breakings, building dedications, installation of officers or a new rabbi, anniversaries, Torah dedications, etc.

Holiday celebrations not covered under other categories

COLLEGE AGE

Congregationally sponsored activities and programs for students located in the community and/or nearby college campuses;

Program(s) of regular and/or special mailings to students away at school;

Publications or electronic materials produced by the congregation especially intended for a collegiate audience;

Program(s) to encourage collegians to engage in Jewish study, such as sponsoring students to travel to Israel, or scholarships to study Judaica.

COMMITMENT AND OBSERVANCE

On-going and individual programs to promote commitment to Conservative Judaism and observance of the Mitzvot.

COMPUTER COMMUNICATIONS

Congregation website and how it is used by congregations, prospective members and outside individuals. Please include hard copy printouts of web page that you would like to highlight and feel are unique.

Special consideration will be accorded to web sites edited by lay members of the congregation, as opposed to professional staff or outside entities.

ENVIRONMENT

Ongoing or special programs which focus on the Jewish concerns about the environment.

FUND RAISING

Unusual and/or successful programs designed to raise revenue for the congregation.

HOLOCAUST EDUCATION

Ongoing or special programs to commemorate the Holocaust.

An unusual or unique memorial to the victims of the Holocaust in the synagogue.

INTER-SYNAGOGUE PROGRAMS

A one-time or ongoing program, not covered under a specific area, which represents a joint or cooperative venture on the part of two or more synagogues.

LEADERSHIP DEVELOPMENT

Programs designed to increase involvement of members in the congregation and to enhance leadership skills.

LIBRARY PROGRAMS

Unusual or successful programs to further the use of the synagogue library by the congregational membership.

MEMBERSHIP DEVELOPMENT AND RETENTION

Programs and ongoing efforts to increase the number of new members and/or strengthen the retention of present members.

MERCAZ, ISRAEL AFFAIRS & ALIYAH

Programs to increase MERCAZ membership within the congregation.

Programs run by the congregation to increase members' personal ties with Israel (e.g., promotion of tourism, study, volunteerism, sabbatical year in Israel, establishment of a second home in Israel, Aliyah).

Programs in which the congregation was involved within the broader community.

Special programs commemorating Yom Ha'Atzmaut, Yom Yerushalayim, etc.

MUSIC, DRAMA, DANCE

Apart from any professional services, programs directly involving the congregation in the musical life of the synagogue, such as a volunteer choir, a choral society or a children's choir; shows; dance performances.

Introduction of new and original music, possibly through grants and commissions;

Programs in observance of Jewish Music Month.

PHYSICALLY CHALLENGED & ACCESSIBLE TO THE SYNAGOGUE

Placement of physical or architectural devices which makes it easier for physically challenged persons to move about, such as special parking places, curb cuts where needed, ramps along steps and handrails where needed;

Consideration given to those who may be wheelchair bound such as wide doorways and corridors; designated areas to accommodate wheelchairs in the sanctuary, library, auditorium and bathrooms, accommodating water fountains;

Consideration provided to those who are impaired in terms of sight, sound and/or understanding by the installation of proper lighting and sound systems, having available large print and/or Braille prayerbooks and Chumashim;

Programs to help the physically challenged feel welcome and fully integrated into the congregation.

PROGRAMS ON BEHALF OF YOUTH

Since our regional Kadima and USY have their own award programs, in this category one should focus on programs for youth run or sponsored by the congregation, as opposed to programs run by the youth groups. Examples: a scholarship program assisting youngsters to attend Kinnusim, Encampment, Conventions, Israel Pilgrimage, USY on Wheels, Ramah, etc.; or a youth (teenage) congregation.

SENIOR CITIZENS – HAZAK

Ongoing or individual programs aimed at the senior citizens in the congregation such as clubs, lectures, classes, etc.

SINGLES

An ongoing program of activity for the singles in the congregation.

SOCIAL ACTION & COMMUNITY RELATIONS

Programs dealing with or relating to public problems or issues affecting the community.

Programs run by the congregation which interface with the community, such as hospital visitation, meals on wheels, voluntary community services on Christmas.

SYNAGOGUE ADMINISTRATION

Exceptional or unusual administrative approaches to one or more specific problems including strategic planning, marketing, goal-setting, etc.

WORSHIP & RITUAL

Creative and significant ways in which beliefs, values, and traditions are highlighted.

Creative handling of special ceremonies and worship occasions.

Original efforts to stimulate involvement in the following areas:

- a. "Kavanah"
- b. Regularity of the worship experience
- c. Private and personal meditation
- d. Use of Hazanut and music.

Encouragement of prayer and/or observance at home for individuals and the family.

Training for lay involvement as service leaders.

"The life cycle" and programming for meaningful experiences.

YOUNG COUPLES

Ongoing or individual programs aimed at young couples in the congregation and/or community

YOUTH EDUCATION, including NURSERY, ELEMENTARY, HIGH SCHOOL & SPECIAL EDUCATION

Unusual or special one time or ongoing programs as part of, or adjunct to, the religious school.

Unusual or special Nursery school programs.

Programs aimed at those children with special needs.

**New Jersey Region
UNITED SYNAGOGUE of CONSERVATIVE JUDAISM
NORMAN GLIKIN SYNAGOGUES OF EXCELLENCE AWARD**

Category: _____

Synagogue _____ Size: Small ___ Med ___ Lrg ___

Address _____

City _____ State _____ Zip _____

Tel No: () _____

Contact: _____ Tel(day)() _____ (Eve)() _____

E-mail _____ Fax () _____

Signature of President:

Signature of Executive Director/Administrator (if applicable):

Name of person most responsible for program:

Signature _____ Title _____

Summary of Program (Please provide 2-3 brief paragraphs that summarize this program):

CATEGORY _____

SYNAGOGUE _____

NAME OF PROGRAM _____

What made this program unique/exceptional?

Budgetary Considerations (e.g., How much did the program cost? How were funds for the program raised? How much income did the program generate? Etc.):

How many people did the program involve?

How did the program affect the Synagogue/Membership (e.g., increased participation, increased observance, improved budget, education, etc. Please be as specific as possible)?

How might the program be improved?

Please attach any additional information which will help the judges assess the program and demonstrate its uniqueness.