



Resident Handbook



A Message from David Cygielman



Dear Moishe House Residents,

Welcome to the Mem Global family! You are now part of a global network of young adults who are changing the face of engagement for their Jewish peers all around the world. Moishe House is truly what you make of it, and we are confident that you will do amazing things to make a difference for your community.

In 2006, when I was just a recent college graduate, we launched Moishe House as a way to empower young Jewish adults to do the thing they wanted to do—connect to other Jewish young adults in a way that felt accessible and meaningful. To this day, that core purpose hasn't changed, and it remains true that every single Resident, including you, has the potential to have a lasting positive impact on every person who comes to your program.

At Mem Global, we embrace everyone in our organization as more than just a piece of the puzzle, but as a part of our team. We're all working to achieve common goals and to do that, we've put together some guidelines and policies so we all have shared expectations. We've also provided information and resources that will set you up for success as you build and grow your community.

I hope you know how much we look forward to supporting you and watching you grow in your role as a Resident. Never hesitate to reach out if I can be of any assistance.

Welcome home,

A stylized, handwritten signature in black ink.

David Cygielman, Founder & CEO
david.cygielman@memglobal.org



A Message from Tiffany Harris



Dear Residents,

Welcome to Mem Global! We are excited to have you on board as part of a global network of community builders.

You were selected as a Resident because you are a leader. We believe your contribution will have an impact on the success of your Moishe House, and that you share our commitment to building an inclusive and connected community for Jewish young adults.

In 2014, I became a Resident of a Moishe House in Washington DC. My time as a Resident was one of the best experiences of my life so far. Years later, and after several weddings and baby naming ceremonies, I am still close with my former roommates and so many of the people who walked into our House.

As one of the newest members of the Mem Global team, you will soon discover the rewarding nature of the hard work of Residents. To ensure your successful start and integration, we created a Resident Handbook. This document serves as a point of reference for Residents and staff alike. It includes the information, policies, and guidelines you'll need to know as a Resident, especially if you are unsure of what to do in a given situation. You will be challenged, make memories, and find opportunities to grow as a person and as a professional. Your housemates, along with Residents and hosts from around the world, will be your support network.

I am confident that you are going to make dynamic and lasting impacts on your community. We can't wait to see you in action, and we are here for you every step of the way.

Welcome home,

A stylized, handwritten signature in black ink.

Tiffany Harris, Chief Program Officer (CPO)
Tiffany.harris@memglobal.org



Moishe House in Theory



Click [here](#) to hear from David Cygielman about how Moishe House was born, in a 90 second video!

The Need

In 2006, a group of Jewish young adults had a problem. They wanted to more actively engage in the Jewish community, but were too old for Jewish life on campus and too young for the traditional young adult and family programming being offered. Fortunately for those young adults, Morris Squire, a philanthropist in Santa Barbara gave them the opportunity to create it for themselves. David Cygielman, now CEO of Mem Global, worked with Morris and young adult Jewish friends in the Bay Area to host a Shabbat dinner. That one Shabbat dinner turned into a wide variety of peer-led Jewish programs and, from there, the first Moishe House was born. It was a simple concept: a group of young Jewish adults, living together in a house, hosting Jewish programming for their friends and community. From that one house, the model spread and expanded its scope.

In your own communities, you've likely encountered a similar situation. You know what you want (a strong Jewish community), but you don't necessarily have the space or place to participate in one that feels accessible, meaningful, and true to who you are. This is where Moishe House comes in.

Mem Global is the global leader in peer-led Jewish young adult engagement. Every year, thousands of young Jews experience innovative, engaging, exciting Jewish programming. All programming is planned and executed by their peers, creating countless opportunities for young adults to connect with their own Jewish identities, their friends, and their wider communities. And all of this is driven by and made possible by their efforts in individual Moishe Houses around the world.

Mem Global's Mission and Vision

To provide vibrant Jewish community, learning and leadership for young adults in their 20s and early 30s by supporting them as they create and actively engage in meaningful Jewish experiences for themselves and their peers. At Mem Global, we believe there's no one way to be Jewish – we're excited to explore together. We envision a world where Jewish young adults in their 20s and early 30s have the access and resources needed to build and enjoy a thriving Jewish community, build relationships and move further along their Jewish journey. By making this stage of life one of the most exciting times to be Jewish, young adults are set on a trajectory for lifelong involvement in the Jewish community.

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RESIDENT RESPONSIBILITIES - GENERAL

Welcome to the Moishe House Resident Handbook! This will be an ongoing resource for you as you experience Jewish community-building and create your own ideal Jewish communal space. Please refer back to the handbook often, as it contains helpful and important information!

1. MOISHE/LIFE BALANCE

- Moishe House activities should be fun and can even be easily integrated into Residents' lives. Self-care is important, too! Residents should make time for friends and family and engage in activities outside of the Moishe House setting.
- Building Jewish community with peers through enjoyable events is a big responsibility. If a Resident is ever feeling overwhelmed or wants to talk to someone about balancing other responsibilities with Moishe House, they should reach out to their Community Manager. Click here to view Mem Global's [Mental Health Resource page](#).

2. RESIDENTS ARE VOLUNTEERS

- Moishe House Residents are volunteers, not paid staff of Mem Global.
- Please do not add Mem Global to one's resume/LinkedIn account as an employer, but rather under a "Volunteer Activities" section.

3. COMMUNICATION

- Residents should respond to any phone calls or text messages from Mem Global staff within 24 hours and any e-mails within 2 business days. Mem Global staff will do the same.
- Except for emergencies and conference calls, Community Managers can generally be reached during their local regular business hours.

4. KASHRUT (JEWISH DIETARY LAWS)

- Understanding that different communities engage in different types of Jewish practice, Mem Global has no official kashrut policy for individual Houses or Pods. However, during Moishe House events Residents and Hosts should not serve pork or shellfish. Event receipt items that contain pork or shellfish will not be approved for reimbursement.
- **Kosher Food Stipend:** If Houses or Pods keep a minimum standard of kashrut in their house (as defined on the [Kosher Food Stipend Sign-Up](#)), then they are eligible for an extra \$75 per month to be used exclusively for purchasing kosher meat, kosher cheese, and other hekshered ingredients (not alcohol).
- If you have further questions about eligibility and/or usage of this stipend, feel free to talk to Elyssa Hurwitz, Associate Director of Jewish Education, at elyssa.hurwitz@memglobal.org.

5. MONTHLY RESIDENT DEADLINES*

- * These deadlines are subject to change, depending on the month. Mem Global staff will be in communication regarding each month's deadlines.
- **Last day of the month: Closeout Deadline**
 - Closeout is when the previous month's expenses and rent subsidies for the upcoming month are processed.
 - Discrepancy Requests (International Only): Please report any Closeout payment discrepancies on this form within 48 hours of receiving a wire payment or a breakdown email. Mem Global will calculate any potential discrepancies using the information provided on the submitted form. Please reach out to your Community Manager for further details.
- **For Non-US Houses**
 - Moishe House calculates rent subsidies in U.S. dollars each month based on each House or Pod's subsidy in their local currency, using the exchange rate provided by our bank.
 - If a House or Pod notices a discrepancy in the amount received versus what was expected, they should fill out the [Discrepancy Reimbursement Request Form](#). Please view the form for additional information about this process.
- **20th of the month: Event Drafts Submitted for Approval**

- By the 20th of each month, Residents will add all of their events for the next month to the Mintranet. This should include all the details for those events in the event description box, i.e. a blurb, date, time, and location.
- Your Community Manager will then review your events, share any notes/feedback and approve/reject them via email by the 25th of the month. Your Jewish Life Specialist or Jewish Educator will be included in this email

- **25th of the month: Event Calendar Updated**

- Each House or Pod's Google calendar must be updated by the 25th of every month. On calendars, please include the name and time of event, but do not include location information, for privacy.
- If calendars and Mintranet are not updated by the 25th, a House or Pod is subject to a \$10/day rent subsidy reduction until it's sent out. If an extension is needed, Residents must ask their Community Manager **before the deadline**.

6. RESIDENT RESPONSIBILITIES & MOISHE HOUSE RESPONSIBILITIES


Community Managers work directly with Residents as they build community through their Moishe House and act as the link between each Mem Global, our local partners, and our global network.

CMs Can Help Residents With...	Residents Are Responsible For...
Consulting on event ideas	Driving event planning & implementation
Connections to local partners	Expanding community through outreach/marketing
Providing resources	Hitting engagement metrics
DA/Donor asks	House finances
Coaching transitions	Driving transitions
Admin/Mintranet issues	House maintenance
Providing training on Mem Global rules	Resident lifestyle choices
Advice on working with challenging community members	Roommate relationship issues
Issues compromising the ability to remain a resident	Issues not related to Moishe House events
Providing recommended guidelines for healthy & safe programming environments	Health & safety lifestyle agreements


7. PODS & HOUSES: WHAT'S THE DIFFERENCE?

The exact percentage of rent subsidy and budget depends on number of events hosted per month. Mem Global has identified "high tier areas" and "low tier areas" depending on cost of living in a particular city/region. High tier areas are eligible for a higher rent subsidy cap. For questions about location tiers and/or caps, Residents should reach out to their Community Manager.


What is Moishe House?




led by
3-5 residents
out of their
home or apartment




3-7
programs hosted
per month



Moishe House provides
1/3-3/4 rent subsidy




Moishe House
**leadership & Jewish
education training**




\$300-\$525
per month
for programming


What is a Moishe Pod?




led by
2 residents
out of their
home or apartment




3
programs hosted
per month



Moishe House provides
1/4 rent subsidy



Moishe House
**leadership & Jewish
education training**



\$300
per month
for programming

Resident Responsibilities – Programming



8. EVENT REQUIREMENTS

An event is defined as a documented activity that strives to build community as its goal, with a sincere attempt to promote the event as a Moishe House program. 3, 4, and 5 program Houses are expected to host 1 extra event per quarter.

- Moishe House events must be open and not “private” (unless approved in advance by your CM)
- Event sizes may range from intimate gatherings to vibrant, larger-scale events. On average, Moishe House event attendance should include 12 - 17 people with 4-6 unique individuals per program. A minimum of 4 non-residents is required for all events. Your Community Manager will discuss your Community’s specific goals during onboarding.
- At least half of events must take place in the Moishe House or Pod.
- If a House or Pod knows that they will not meet their event requirements, they should speak with their Community Manager to make a plan.
- Houses and Pods should ensure that their Instagram, Facebook, and other social media are updated with event promotion before event and photos afterwards.

9. PROGRAM TYPES

Moishe House events are divided into four program types. Residents are expected to host a minimum of one event of each type every quarter.

a. **Jewish Learning** - Jewish Learning events generally features or incorporates at least one of the following:

- Some sort of encounter with a text relating to Jewish tradition
- Something that explores an element of Judaism or a facet of Jewish observance
- The use of Jewish tradition to explore some modern-day issue
- Jewish philosophy/thought exploration
- For more information please see the [Jewish Learning Tree](#).

b. **Jewish Culture and Holidays**

- Some events, such as having a book club with secular Jewish authors or learning Hebrew, are likely to fall under Jewish Culture & Holidays rather than Jewish Learning.
- [The Jewish Holiday Resources](#) section of the Mem Global website is regularly updated with explanations of the next month’s holiday(s) and relevant event suggestions.
- We have a Jewish Education themed Instagram account. Follow [MoHo_Inspo](#) on Instagram for Jewish inspiration.

c. **Tikkun Olam** - Tikkun Olam events generally feature one or more of the following:

- **Direct Service** - Directly meeting the material or spiritual needs of people and allowing them to live life with dignity by providing goods, services, or other resources. Direct service is done with, not for, the community.

- **Education** - Equipping individuals with background information about a particular cause or issue affecting society. To have a real impact, a group must understand the underlying causes and history of that topic.
- **Advocacy** - effectively targeting individuals, institutions, or communities in power to change, keep, or implement a law, policy or regulation.
- Mem Global believes that Tikkun Olam is a cycle of learning, action, and reflection. All three components must be engaged over time for meaningful events.
- Building relationships with other communities is essential to the work, and Tikkun Olam events are often hosted in partnership with other groups or organizations.
- Mem Global asks that Residents do not hold simple fundraisers for other nonprofits but rather host more engaging philanthropic/tzedakah events such as a giving circle. Please note: Mem Global budget funds cannot be used towards a donation but should be used towards other event expenses.

A Note About Tikkun Olam and DEI:

- Residents may be tempted to include DEI - the striving for Diversity, Equity, and Inclusion in one's programming - under the umbrella of Tikkun Olam. However, DEI is not a subset of programming - it is a lens and a mindset that should be applied to all events (not just Tikkun Olam).
- When looking for advice and suggestions for how to ensure that events are inclusive and serves diverse populations, our MG DEI Committee at DEI@memglobal.org is available for consultation. For advice and suggestions on the content of Tikkun Olam events, which may include acts of service, racial justice events, best practices for a successful event, etc., please contact Mem Global's Director of Jewish Service Learning, Jessica Herrmann (Jessica.Herrmann@memglobal.org). When in doubt, please reach out to the Director of Jewish Service Learning.
- Jessica Herrmann (Jessica.Herrmann@memglobal.org), Director of Jewish Service Learning, is available as a resource when planning Tikkun Olam events. She can help brainstorm Tikkun Olam events, provide tips on content and pedagogy, and/or find ways to bring service learning opportunities into any event.

d. Social

- Includes all events that do not fit into one of the above program types.

10. DIRECT JEWISH EVENTS

- Residents are expected to host events with direct Jewish content each month: 1-2 Direct Jewish Events per month (Pods and 3, and 5 program Houses) or 2-3 Direct Jewish events per month (7-program Houses).
- Direct Jewish events are programming around Shabbat or a Jewish holiday, and events that features a Jewish learning component or Jewish subject matter.
- Each house will be provided with basic Judaica such as Shabbat candles, a kiddush cup, kippot, etc. to ensure they have the materials necessary for Jewish rituals. The use of these ritual items is encouraged to facilitate community building within the house. For transitional purposes, when a Resident moves out, the Judaica stays with the Moishe House.

A note about Jewish Educators

• Every House and Pod is connected with a Jewish Educator whose job is to support Residents - both as individuals and as Community Builders. Jewish Educators are here to help Residents wrestle with and explore their identities, Jewish practices, and Jewish interests, as well as build rituals in their homes according to their own beliefs, values, and identities. Residents located in the US and Canada work with Jewish Life Specialists (JLS) and Residents located outside of the US work with RSJ and International Educators. Reasons to reach out to your Jewish Educator may include:

- To ask questions about Judaism or Jewish life
- For help finding texts, resources, and ideas for Jewish learning, culture, and holiday events
- Guidance for how to put on a Jewish learning event
- If an educator for an event is needed
- Help for engaging in Jewish learning directly



11. PARTNER EVENTS

Moishe Houses and Pods thrive best when actively part of the wider Jewish community landscape. Moishe Houses and Pods are encouraged to actively seek and establish local partnerships with Jewish and non-Jewish groups or organizations. By working actively on building and nurturing local partnerships, Residents and Hosts can make their Moishe House footprint more sustainable on their own Jewish life and on the local Jewish landscape, even beyond their time as a Resident.

- Houses and Pods are required to partner with other groups or organizations of their choosing at least once per quarter.
- Please indicate when an event is partnered by checking the partner check box under “create event” on the Mintranet.
- When inputting the attendee numbers for a partnered event in the Mintranet, only attendees from the House or Pod’s community should be counted - not the ones that the other organization brought.

FAQ: When is a collaborative event not a partner event?

- An event done in conjunction with another Moishe House or Base is NOT a partner event (do not check the partnered program box on the Mintranet) and should not take place more than twice per quarter. We encourage Houses in the same city or located close-by to occasionally collaborate on building events in order to increase the feeling of connection and shared belonging of their respective communities. Please work out how best to split attendee numbers between Moishe Houses and Pods, so as to not double-count attendees.
- An event that features an outside educator or facilitator is NOT a partner event. As a reminder, when two or more Houses or Pods collaborate on an event, they can each apply for relevant incentive grants.

12. CHARGING FOR EVENTS

- The majority of events should be accessible at no cost to participants. If, however, a House or Pod is planning a large-scale event that will cost more to run than is available through their House Budget, Extraordinary Programming Fund, and other grants, Houses or Pods may consider charging a small ticket price to participants. This should only be to cover costs, not to make a profit. If a House or Pod is considering charging participants for an event, the Community Manager must give approval at least two weeks in advance.

13. EVENT CANCELLATIONS

- If an event is to be canceled for any reason, a House or Pod must notify their Community Manager and make it up within the quarter. The event must be marked as canceled on the House calendar and must be communicated in a way that ensures that community members are aware of the change.
- An event will be considered canceled if there is not a minimum of 4 non-resident cCommunity Members present.

14. POLITICS

Moishe Houses are intended to be welcoming community spaces to all participants regardless of political affiliation. To foster an accessible atmosphere, Mem Global (a 501(c)3 non-profit organization), including Mem Globals and their events, are required to adhere to specific behaviors regarding political programming.

Moishe Houses can engage in and promote:

- Voter education activities, including, but not limited to, learning about current political issues and upcoming elections that represent all sides of the issues fairly, truthfully, and accurately and are not associated with nor promote, endorse, or campaign for specific political parties or candidates.
- Activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives that are not associated with nor promote, endorse, or campaign for specific political parties or candidates.

Moishe Houses and Moishe House events cannot:

- Partner or work with individuals, organizations, or movements that seek to create a combative political environment, impose one particular political or religious agenda as the truth, or whose core values, strategies, or tactics include antagonizing those with different political views, Jewish people, or Jewish organizations.
- Act as a platform or tool (at Moishe House events or through Moishe House affiliated social media accounts) to impose

personal religious or political views on participants or the community.

- Endorse, promote, advocate, or serve as a platform for antisemitism or other forms of bigotry, including, but not limited to racism, sexism, homophobia, transphobia, or any forms of extremism.
- Seek to proselytize Jews away from Judaism.
- Endorse, advocate, or serve as a platform for physical harm to Israelis or deny Israel's right to exist as a secure, democratic Jewish state, including support for or participation in the BDS (Boycott, Divest, Sanction) movement.

15. EVENT DOCUMENTATION

- The Mintranet is our internal system (short for Moishe-intranet) that helps us share the story of each House and Pod with our staff, Board of Directors, fiscal partners, and the general Jewish Community. Additionally, this is where Residents upload information about events, links to photos, and receipts for reimbursement.

Attendance Totals	Photography Requirements
<div>1. Attended Total: Includes Residents</div> <div>2. Attended Unique: Anyone (including Residents) who attends a program for the first time during the current calendar year. If no Uniques are present please enter 0.</div> <div>3. Attended Residents: Number of Residents present at program</div>	<ul style="list-style-type: none">• Three different photos• Photos should clearly illustrate the number of participants and the essence of the program• Exemptions are allowed for Jewish holidays and Shabbat events that interfere with a House's, Pod's, or partner organization's religious observance• Us Time does not require photos

MINTRANET PHOTO EXAMPLES



GREAT PHOTO!



MINTRANET FAIL!

UPLOADING PHOTOS TO THE MINTRANET

1. After adding a program to the Mintranet, click on the edit button for that program.
2. On the right hand side, under the heading 'Photos', drag and drop your program photos into the box, or click to select them.
3. Please upload .jpg, .png, or .pdf images only.

16. RECEIPT DOCUMENTATION

- Residents must have an itemized receipt for all expenses for which they expect to be reimbursed.
- All programs must be fully updated within 14 days of the program taking place. This includes receipts, attendance totals, and pictures added. If a program is fully updated and a receipt has not been approved within a week, please follow-up with your Community Manager for more information.
- If a House does not submit receipts or the programmatic information within 14 days of their program taking place, those receipts will not be reimbursed.
- **Exceptions:**
 - If waiting on an invoice from a vendor, for a check to be cashed, etc. Residents must communicate this to their Community Manager.;
- **Note:** If a program takes place near the end of the month, the 14-day policy still applies. Any programs updated and receipts submitted **before** the deadline of the end of the month will be included in the nearest closeout. Anything fully updated within the 14 days but **after** the last day of the month will still be reimbursed, but it will be included in the following month's closeout.

FAQ: What if I don't have a printed or electronic receipt?

- Fill out a [Receipt Template](#) and also provide a screenshot of the payment transaction to show the method of payment (i.e. credit card transaction, Venmo, PayPal, etc.). Then, save it as a PDF or JPEG and upload it in addition to the other receipt documentation.
 - If the purchase was paid in cash and no receipt was given, the vendor must fill out and sign the [Receipt Template](#).
 - An email exchange with the vendor showing the date of purchase, itemization, and verification from the vendor that payment was received may be submitted as a receipt (See example above right).
 - A Moishe House staff member may ask for additional information or clarification.

Leah <sample@gmail.com>
to Joe's Cleaning Service

Hi Joe,

This email is confirming that your company provided our house at 123 Sample Street with 3 hours of house cleaning on Monday, December 7, 2020, totaling \$125. Thank you for your services!

Sincerely,
Leah

Joe <sample@gmail.com>
to Leah

Hi Leah,

Confirmed. Thank you for your business.

- Joe's Cleaning Services

An itemized receipt includes ALL of the following:

1. Vendor name
2. Vendor contact info
3. Itemized list of full purchase
4. Total cost
5. Method of payment
6. Date of purchase

When submitting receipts:

- Circle or highlight the 6 requirements on the receipt to ensure absolute clarity.
- If some items on the receipt are not being claimed, highlight or circle the items being claimed. Please do not cross out items completely. Write the new total on the receipt and circle it.

Final Details for Order #111-7432863-4593821
Print this page for your records.

Order Placed: October 20, 2020
Amazon.com order number: 111-7432863-4593821
Order Total: \$144.08

Shipped on October 21, 2020	
Items Ordered 8 of: STYV DRY Custom, Create 2 Fragrant Candles, Candle Tins, Recipe Card, Sticker Labels, Wax Chips, Candle Wicks, Fragrance Droppers & Instruction Sheet Included, Assorted Colors Sold by: Amazon.com Services LLC Condition: New	Price \$16.99
Shipping Address: United States	
Shipping Speed: One-Day Shipping	
Payment information	
Payment Method: VISA (Last digits: 4018) Billing address United States	Item(s) Subtotal: \$135.92 Shipping & Handling: \$0.00 Total before tax: \$135.92 Estimated tax to be collected: \$8.96 Grand Total: \$144.08
Credit Card transactions VISA ending in 4018: October 21, 2020: \$144.08	

Starbucks Coffee #47906
61 9th Ave
New York, NY 212-691-0531

CHK 661781
10/25/2020 03:16 PM
1846640 Drawer: 1 Reg: 9

Water Ethos 700M1	3.00
Bottle Dep/Crv	0.05
Water Ethos 700M1	3.00
Bottle Dep/Crv	0.05
Gr Rsrv Hot Choc	6.50
Almond Milk	1.00
Gr Rsrv Hot Choc	6.50
Almond Milk	1.00
No Whip	
Only One Wit No Wip	
Mastercard XXXXXXXXXX6761	22.96
Subtotal	\$21.10
Tax 8.875%	\$1.86
Total	\$22.96
Change Due	\$0.00

----- Check Closed -----
10/25/2020 03:16 PM

FAQ: What if I paid by check?

- If a vendor is paid by check, the following must be uploaded to the Mintranet:
 1. An invoice provided by the vendor, email exchange confirming details, or the receipt template
 2. A picture of the check
 3. Proof that the check was deposited (i.e. a screenshot of the cleared check image)

FAQ: What if I need to split a receipt between budgets (i.e. House Budget and Cleaning Budget)?

- Circle or highlight the items you are claiming under one budget, then write and circle the budget name and amount being claimed. Do the same for the other budget(s). Upload the receipt under each separate budget with the amounts you are claiming.

For Non-US Houses:

- International residents should upload their receipts in their local currency by selecting the correct currency in the “expense currency” field. The expense will be converted into USD with a feature that automatically calculates the exchange rate of that day.

PLEASE NOTE:

- Receipts older than 30 days cannot be reimbursed.
- Event Expenses are uploaded to an existing House or Pod event.
- Non-Event Expenses are uploaded separately from an event.
- Unless listed below as a Non-Event Expense, please upload your receipt as an *Event Expense
- *Certain budgets may be used for either an Event Expense or a Non-Event Expense depending on the circumstance.

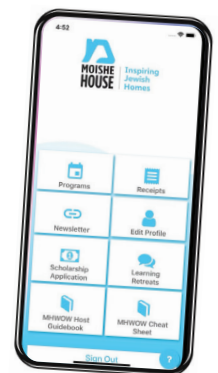
Non-Event Expenses	Either
Us Time/Quarterly US Time	Accessibility Grant
Learning Retreats	Fundraising
Jewish Experience Scholarships	Safety & Security
House Cleaning Budget	
Furniture & Home Supplies	

FAQ: My receipt was rejected. What do I do?

- If a receipt is missing an element required for approval, Residents will receive an email explaining why the receipt was rejected and what is needed for approval. Corrections should be made directly to the existing receipt and resubmitted. Remember to click “Submit for Approval!”. Corrections should be made within 1 week of receiving the rejection note and questions should be directed to Community Managers.

17. MOISHE MOBILE: THE MINTRANET APP

- On Android or iOS enabled phones, search for ‘Moishe House’ in the app store to download Moishe Mobile.
- The app allows Residents to upload programs, photos, and receipts for reimbursement directly from their phones.
- If an issue is encountered, please click the question mark icon on the screen and submit the problem to our team or email help@memglobal.org.
- Use the most updated version of the app to avoid any bugs.



18. CONFERENCE CALLS

- Houses and Pods are required to participate in a conference call with their Community Manager every 10-12 weeks for support, to check-in, and to problem-solve.

19. SITE VISITS

- Community Managers visit Houses a minimum of once per year to help foster relationships within Moishe Houses and the broader community.
- During site visits, houses must host a program for their Community Manager to attend and meet community members. Additionally, Community Managers will facilitate a training/check-in session with houses and may request to meet with each Resident one-on-one.
- Jewish Life Specialists (JLS) and Jewish Educators may also conduct Site Visit to Houses or Pods, separately from the Community Managers. A JLS or Jewish Educator site visit entails an in-person conversation with Residents to understand how educators can support them, exploration of a ritual or custom that Residents would like help understanding or facilitating and checking to see if Residents need any ritual items. The Residents may also co-create a program with their JLS or Jewish Educator.

20. RESIDENT CONFERENCES

- Bi-annually, Moishe House holds multiple Residents-only conferences—epic weekends of bonding, skill-sharing, Shabbat-celebrating, learning, and connecting with fellow Residents from around the world.
- Expenses are paid for the Resident conferences by Mem Global, including food, transportation, and lodging. Food is covered at the conference itself, but not while traveling.
- This is one time when we ask that all Residents attend and, therefore, the assigned retreat is not optional.

The dates and locations for upcoming conferences will be shared as soon as they're confirmed. Examples of annual conferences include:

- Natty Con (North American Residents' Conference)
- Internatty Con (for Residents in Europe, Asia, Australasia, and Africa)
- Lati Con (for Latin American and Spanish-speaking Residents)

21. WE ARE CAMPAIGN

- The WE ARE Campaign is Mem Global's annual crowdfunding campaign—the one time a year when we empower Residents to reach out to their community to support their Moishe House.
- Community Managers will provide Residents with tools and resources to successfully participate in the WE ARE Campaign.
- Many Residents view the WE ARE Campaign as an opportunity for professional development and to learn a new skill in fundraising while supporting their house.

22. SUPPORTERS

- We are fortunate to have a wealth of different supporters within the local and global Jewish community who help to enable each Moishe House to exist. These can be a mixture of core organizational supporters, as well as locally-designated supporters.
- The Director of Advancement (DA) actively works to build and maintain strong relationships with a house's supporters. Community Managers guide Residents through a list of who they are. This information can also be found on each House's or Pod's website.
- As part of living in a Moishe House or Pod, Residents participate in occasional visits, missions, or trips from either existing supporters or potential new supporters. These visits include Residents hosting groups at their Moishe House or Pod, hosting individuals, or speaking about their Moishe House or Pod at a program/visit outside of the house. Community Managers work with Residents on hosting these visits and will always give as much advance notice and flexibility as possible.

23. CREATING AN IDENTITY

- Programs must be marketed and conducted in a way so participants understand that it is a Moishe House program. Moishe House's logo, as well as a guide on how to create a custom logo, are available in the resources section of the Mintranet.
- Residents should collect emails of first-time participants and add them to their House or Pod's email list.

24. MOISHE HOUSE IN THE MEDIA

- If a Resident is approached by media outlets or members of the press, the first step, before committing to anything, is to get in touch with their Community Manager to act as a guide throughout the process and help with preparation.

25. DONATIONS TO MEM GLOBAL

- If a Resident is approached by someone interested in donating to Mem Global, they should get in touch with their Community Manager to let them know. The CM will then ensure that the donation is properly processed and allocated.

Resident Responsibilities – Your House

26. LEASE AGREEMENT

- Each Moishe House Resident is responsible for their Residential lease agreement and security deposit.
- Mem Global is not a party to your lease agreement, is not responsible for any obligations under your lease, and does not handle or manage Residents' security deposits.
- If a House or Pod experiences a rent increase, they must notify their Community Manager with documentation from the landlord. Mem Global will review whether we can approve a proportional increase in rent subsidy.
- Not everyone that lives in a house is required to be part of the Moishe House arrangement. Mem Global will not subsidize any portion of the rent that non-Moishe House Residents incur.
- Mem Global does not reimburse for utilities.
- In the US, all rent subsidies from Mem Global must be sent directly to the landlord. Outside of the US, all rent subsidies should be sent to the Residents along with monthly reimbursements.
- Community Managers need to review and approve leases before a House or Pod signs or re-signs.

27. LIABILITY

- Residents and their housemates are solely responsible for everything that happens inside and outside their home at all times, including but not limited to programs that are related to the Moishe House agreement.
- Mem Global has liability insurance that covers accidents or injuries that take place during a planned Moishe House program. Any property loss, bodily injury, or damage that takes place outside of an official Moishe House program will not be covered.
- Residents cannot have children living with them in a Moishe House or Pod and children cannot attend programs. Exceptions may be granted for specific partnership programs and for MH Young Families Pods.

28. RENTER'S INSURANCE

- Mem Global strongly recommends that Residents look into acquiring renter's insurance for themselves. Accidents happen and, when living in a space where people are constantly invited over, it is best to adopt the attitude of "better safe than sorry."

29. SUBLETTING AND ADDITIONAL TENANTS

- Mem Global understands that there are times in a Resident's life when they may need to sublet their room or where a room in the home is rented to an additional tenant.
- If Residents are going to sublet a room in their Moishe House, they must provide their Community Manager with advance notice so that Mem Global can prepare for the change.
- If someone is living in the home and not participating as a Moishe House Resident, they are NOT eligible to receive

the Mem Global rent subsidy and will be expected to pay full market rent

- If the subletter will act as a temporary Moishe House Resident (planning and hosting programs), they will need to be fully onboarded as a Resident, including handbook training.

30. DURATION OF STAY

- Our Residents stay for a minimum of one year. Mem Global commits to funding a house for at least a year so that each Resident can sign that lease with confidence. It takes time to build a community and feel comfortable and confident in a house.
- Based on the transient lifestyle of emerging adults, Mem Global embraces regular turnover as essential to maintaining the overall health of a Moishe House. Residents and Community Managers will discuss what's next for a long-standing Resident beginning at the three-year mark, so no Moishe House Resident will maintain Resident status longer than three and a half years.
- **A Note About the Age Range of Residents:** In the United States, Moishe House serves Residents between the ages of 21 and 32. Outside the United States, Residents should be of legal drinking age in their country, no younger than 19, and no older than 32. If a Resident moves in to a Moishe House or Pod at 32 years of age, then they have up to 1.5 years to live in the House/Pod as a Resident. If a Resident turns 32 while in a House/Pod already, they must move out before they turn 33 years old.

31. NOTICE PERIOD

- Residents that intend to leave their Moishe House are expected to give 2 months' notice in writing to their housemates and their Community Manager, to allow a sufficient amount of time to recruit for a new Resident. Anyone unable to give this much notice will be required to cover the rent for that period unless a new Resident is found during that period.
- Finding a new Resident takes time and effort: marketing, interviewing, background and reference checks, etc., so the more notice you can give, the easier it will be to fill the spot.
- Residents are on their lease, and it is their responsibility to pay for their room until a replacement is found or until they come to an agreement with their roommates and Community Manager.

32. TRANSITIONS

- When Residents move out of Moishe House, it is the responsibility of the remaining Residents to lead the Resident search. While the Community Manager is an integral part of the search (and will need to give final approval to any new Resident), the Residents are expected to lead the process.
- Exiting Residents are expected to be fully involved with the transition process, including finding and interviewing applicants. Mem Global values exiting Residents' input in order to ensure that the process goes smoothly, the incoming Resident is setup for success, and the community continues to enjoy quality programming. Community Managers will review the transition process expectations with Residents when they provide their two months' notice and will be able to answer any questions as they arise.
- As Residents build community and host programs monthly, they should ask themselves these questions to prepare for the next Resident transition:
 - Who will continue to lead this community after me?
 - How am I empowering my community members to step up and lead our community this month?
- If Residents have been diligently searching for new Residents for a minimum of two months (following Community Manager suggestions and reaching out to all possible leads), a house may submit a request for Mem Global to cover the rent for a missing roommate for one month.
- As part of the Resident application process, all final applicants must be interviewed by the appropriate Community Manager, with their references checked, before being officially selected as a new Resident.
- During transitions, exiting residents will ensure that control and access to any and all social media or WhatsApp groups used to communicate affairs related to the house is handed over to the remaining residents and/or the Community Manager. Following the transition they will play no role in the management or control of the social media accounts/WhatsApp groups.

33. PROCEDURE FOR MOVING OR CLOSING HOUSES & PODS

- It is always our intention that Moishe House works as a long-term program and can support a happy home of friends living together and building Jewish community. However, sometimes the reality is that it's just not a good fit, and a conflict between roommates or between Residents and Mem Global cannot be resolved.

When this occurs, Residents should immediately reach out to their Community Manager prior to making any decision related to the removal or departure of any Resident.

a. Removal of Personal Items:

- It is the responsibility of residents to move out all personal items that they brought with them when they move out and to make sure all items are moved out of the House/Pod when a House/Pod is moving or closing, unless items are owned by landlord.
- If Residents are unsure if an item is owned by the landlord (i.e. refrigerator) they must contact the landlord first. If it is not the property of the landlord, Resident are responsible for removing it.
- Residents may use any leftover cleaning budget for junk removal service

b. Items provided by or purchased by Mem Global

- If a House/Pod is closing, Residents will first be in touch with their Community Manager to discuss if there are any Mem Global items that need to be stored.

34. IRRECONCILABLE CONFLICTS

- It is always our intention that Moishe House works as a long-term program and can support a happy home of friends living together and building Jewish community. However, sometimes the reality is that it's just not a good fit, and a conflict between roommates or between Residents and Mem Global cannot be resolved. When this occurs, Residents should immediately reach out to the Community Manager prior to making any decision related to the removal or departure of any Resident.
- In instances that involve Mem Global policy, Mem Global reserves the right to remove someone from the program when a policy has been violated. In all other cases of irreconcilable conflict (not directly involving Mem Global policy), it is the Residents' responsibility to request that the roommate cease being a Moishe House Resident and moves out.

35. CRISIS COMMUNICATION PLAN

Mem Global prides itself on putting our Residents and community members first. This Crisis Communication Plan is an effort to maintain your safety and well-being. We differentiate two types of crises, each with its own action plan:

CODE YELLOW

- A non-emergency situation in which there is no imminent danger to the Residents or program participants. No 911 call is deemed necessary and the situation will be evaluated on a case-by-case basis.

Examples: property stolen during program, anti-Semitic rhetoric (e.g. joke, comment, conversation), damage to property taking place at an program or blatantly negative PR.

Code Yellow Procedure: Call your Community Manager. If they do not answer immediately, leave a message.

- A Code Yellow situation can likely wait until a Community Manager can get back to a Resident, but if immediate assistance is needed, Residents can call Mem Global's crisis line at +1-866-610-3533. When reporting the program, Residents will be asked to complete an [Incident Report form](#) to document what happened.

CODE RED

- An emergency situation in which Residents or community members find themselves in imminent danger. The first response in an emergency situation should be to call 911 or the local emergency number.

Examples: sexual assault, suspicious individuals roaming in or around the house, physical violence, anti-Semitic actions (e.g. graffiti, violent acts, threats) or a health emergency.

Code Red Procedure: Call 911 or the local emergency number. The immediate concern is the safety and wellbeing of all those present. As soon as the imminent danger is resolved, call Mem Global's crisis line at +1-866-610-3533. When reporting the program, Residents will be asked to complete an [Incident Report form](#) to document what happened.

36. TERMINATION

- If a Resident or a Moishe House fails to follow the above Mem Global policies, if any of the Residents act unprofessionally in any manner, or if they fail to uphold the standards of Mem Global, Mem Global may terminate the Resident's membership status at any time with up to thirty days notice, including the revocation of their rent subsidy.

37. DRUG-FREE ENVIRONMENT

Mem Global has a zero-tolerance policy on the consumption, distribution, and promotion of substances that are illegal under federal law during any Moishe House program, by Residents and participants alike.

- Ensure that there is no usage of any substances other than alcohol taking place during programs (regardless of local law). Ensure all program participants are of legal drinking age. This policy includes the use of marijuana. While marijuana is legal in some places, its use during Moishe House programs violates our policies.
- Residents are expected to take immediate action to stop such behavior if it does occur and failure to do so could lead to a termination of their status as a House or Pod and a revocation of their rent subsidy.
- The use of alcoholic beverages by members of the Moishe House community is at all times subject to the alcoholic beverage laws of the state and city where they reside, including, but not limited to:
 1. Drinking Age Laws
 2. Open Container Laws

38. HOOKAH AND GAMBLING

- **Hookah Usage:** Hookah is permitted during Moishe House programs, but the usage of hookah tobacco must comply with all local laws and be handled responsibly. Residents should ensure that participants using hookah do so in designated outdoor areas (if required by local ordinances) and that they follow fire and safety guidelines.
- **Gambling and Poker Programs:** Programs involving gambling (i.e. fantasy sports) or poker are permissible as long as they do not violate state or local gambling laws. Residents are encouraged to monitor these programs to ensure they align with the communal values of Moishe House and maintain an atmosphere of friendly, social, and where possible, charitable engagement.

39. WEAPONS AND FIREARMS

- Ensure that if someone brings firearms to a program, they are turned away
- Ensure that there are no firearms in the Moishe House, even when no programming is taking place

We ask that Moishe House Residents use common sense safety practices by following Mem Global policies and recommendations, providing a welcoming and safe environment, designing safe and low-risk programs, taking action when issues arise, and consulting with Mem Global Staff during and after an incident, following the Crisis Communication Plan. Click [here](#) to view and print a copy of Mem Global's Risk Management Checklist.

Finances

40. HOUSE BUDGET

This is a House or Pod's basic monthly program budget. The majority of receipts will be drawn from this budget.

- Budget Rollover** - If there is money left in the monthly House Budget at the end of the month, 75% of these funds are added to the month after the following month's budget (i.e. January's surplus rolls over to March). This rollover only occurs one time (i.e. rollover does not roll over again if not spent).
- **Houses and Pods should use their entire funding every month.** A basic way to make sure the funding is always used is to always supply food during programming. If a House or Pod is having trouble spending their entire allocated amount, the Community Manager can help brainstorm ways to take programs to the next level!
- Budget Overages** - If a house goes over its monthly House Budget, all Residents will still be reimbursed. However, the amount of the budget overage will be deducted from the immediate next month's rent subsidy (i.e. January's overages will be deducted from March's rent subsidy).

c. Acceptable Uses of House Budget

	Pods	3 Program Houses	5 Program Houses	7 Program Houses
Monthly House Budget	\$300	\$300	\$400	\$525
Alcohol (20%)	\$60	\$60	\$80	\$105
Us Time (10%)	\$30	\$30	\$40	\$52.50
Communal Goods				

- **Alcohol: Up to 20% of your pre-rollover House Budget may be spent on alcohol.**
 - Alcohol is to be primarily used for ritual purposes (Kiddush, Havdalah, etc.). It is an amenity to well-planned and structured programs; it is not to be the indispensable and essential program element.
- **Us Time: Up to 10% of your pre-rollover House Budget**
 - Us Time is a monthly opportunity to spend quality time as housemates using a portion of your House Budget. Residents are encouraged to use this budget on a bonding experience or meal, not as a time to do chores or plan upcoming programs. No photos need to be uploaded to the Mintranet with receipts.
 - To ensure all houses and Pods can do Us Time at least once per quarter, Moishe House offers \$50 of Quarterly Us Time Budget that does not come out of House Budget. This separate budget can also be paired with House Budget Us Time or split between months.
- **Communal House Supplies: House Budget**
 - Communal house supplies include, but are not limited to: toilet paper, paper towels, sponges, and soap. Residents should ask their Community Manager if they aren't sure if an item counts as a communal house supply.
- **Non-Perishable Items:** Houses and Pods must receive approval before purchasing any non-perishable goods (under their House Budget or House Cleaning Budget) that cost more than \$25 by emailing their Community Manager.
 - If a House or Pod does not request approval before making the purchase, they may not receive reimbursement.

d. Ticket Policy

- Houses or Pods may buy subsidized tickets for their housemates and participants for a program—up to \$25 per person.
- If any portion is tax-deductible (i.e. a donation to another organization) Mem Global cannot reimburse for that portion of the ticket.

e. Transportation

- During **in-person programming**, Residents must seek prior approval from their Community Manager for transportation-related expenses if both Residents and community members will be served by the funds. Expenses that are not pre-approved by the CM may not be reimbursed. This includes Uber, Lyft, parking, etc.

f . Gift Cards

- Mem Global budgets may not be used to purchase gift cards. Items may be purchased (less than \$25) to give out as prizes at appropriate programs, but gift cards do not allow our Finance Team to see a list of the items purchased, and therefore cannot be reimbursed. This also applies to the purchase of vouchers.

g . Paying for Partnership Programs

- Houses and Pods cannot use their budgets to pay another organization directly. If a House or Pod is working on a partnership program with another organization, they will need to submit receipts for program expenses (venue, catering, chair rental, etc.) directly. Mem Global will not be able to reimburse for payments made to another organization. The only exception to this policy is if the payment is for a provided service, i.e. paying a synagogue for their Rabbi's time. Residents must check with their Community Manager in advance if they are planning on paying an organization directly for an expense.

41. HOUSE CLEANING BUDGET

- Each House or Pod has a cleaning budget of \$300 annually that may be used to purchase cleaning services or supplies. Any purchases over \$25 need prior approval from the Community Manager.

- If an individual or company is hired to provide cleaning services, all of the usual receipt requirements apply.
- The budget resets in January of each year. Houses and Pods will lose what they don't use by the end of the year!

42. GRANTS

- At different times in the year, Mem Global offers incentive grants and additional funds for special programs, ranging from Shabbat programs and holiday programs (e.g. \$75 for a Passover program) to specific Tikkun Olam programs (e.g. \$50 for a Breast Cancer Awareness program).
- These grants will be made available as long as we are able to continue raising the funds for them. For the latest information on which grants are currently available and how to apply for them, go to www.memglobal.org/blog/grants/.

43. EXTRAORDINARY PROGRAMMING FUND (EPF)

- EPF grants are intended to supplement funding for larger, extra special, high impact programs that have a clear intention of creating meaningful experiences for participants.
- Houses and Pods can apply for up to \$750 per year, split across any number of programs, with a maximum of \$500 for any singular program.
- Though Houses and Pods are eligible to apply for up to \$750 in a calendar year, it is not guaranteed that they receive this amount, as it depends on the number of applications received per month.

44. END OF FISCAL YEAR

- ALL receipts from the previous fiscal year will be due by the first closeout deadline of the current year.
- After the first closeout of the fiscal year, any receipts that were not submitted from the previous fiscal year may be donated to Mem Global. Reminders of this policy will be sent out to Residents at the end of each year.

Community Values and Identity Statements

In 2022, Mem Global developed Community Values for Houses and Pods. These Community Values are designed to equip residents and participants with a framework for building and sustaining a healthy and welcoming community. They can be used as a friendly reminder, a pillar in navigating difficult conversations, or a tool for re-setting expectations in times of need. Click [here](#) to view Mem Global's Community Values. Mem Global is committed to ensuring diversity, equity and inclusion (DEI) in all our programming decisions. Check out the Mem Global Identity Statements page [here](#) for further guidance. You can use this section to ground yourselves and your vision of your home or craft a new statement for your House or Pod on the Mem Global website!

Risk Management Checklist

We believe that Residents should be able to lead and fully participate in any Mem Global program without fear for their physical, psychological, and property safety, or the safety of their community. We ask that Moishe House Residents use common sense safety practices by following Mem Global policies and recommendations, providing a welcoming and safe environment, designing safe and low-risk programs, taking action when issues arise, and consulting with Mem Global Staff during and after an incident, following the Crisis Communication Plan. It is recommended to view Mem Global's Risk Management Checklist when planning and hosting monthly programming.

Click [here](#) to view and download the PDF checklist.

And if you see something, say something!

Anti-Harassment Policy

Mem Global is committed to creating and maintaining an environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All Mem Global employees (including supervisors and co-workers), Residents, volunteers, contractors, vendors, customers, or other third parties are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, Mem Global will promptly take any necessary and appropriate disciplinary action.

Mem Global will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state, or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic, or physical conduct relating to an individual’s race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer-related or HIV/AIDS-related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
3. Sexual misconduct of any kind, even if it does not involve an employee or otherwise fit within the legal definition of sexual harassment, is strictly prohibited in our houses, at Mem Global-sponsored programs or social functions, or when performing any work or services on behalf of Mem Global. Sexual misconduct includes, without limitation, non-consensual sexual touching, molestation, verbal or physical abuse, and rape.

COMPLAINT PROCEDURE

Mem Global provides a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment or misconduct, and discrimination. Any individual who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware that their conduct is offensive and, therefore, this action alone may often resolve the problem.

If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if such an approach does not feel comfortable, Residents should immediately report the conduct to their Community Manager. As needed, they and/or the Community Manager can also report the conduct to Mem Global’s Director of Human Resources at +1 704-753-7111. We cannot resolve a harassment or discrimination problem unless we know about it. Therefore, it is the Resident’s responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available regarding the alleged harassment, sexual harassment or misconduct, or discrimination.

When calling Mem Global’s Director of Human Resources, please be sure to leave one’s name, contact information, and connection to Mem Global (Resident, volunteer, contractor, vendor, customer, or other relationship). If desired, this complaint may be made anonymously. However, the scope of our investigation may be limited based on the information provided.

CONFIDENTIALITY

All reports of alleged harassment, sexual harassment or misconduct, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

INVESTIGATIVE PROCEDURE

Once a complaint of alleged harassment, sexual harassment or misconduct, or discrimination is received, we will begin a

prompt and thorough investigation. The investigation may include interviews with all involved individuals, including the alleged harasser, and any individuals who are aware of facts or incidents alleged to have occurred.

Following an investigation, Mem Global will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee, Resident, or other individual associated with Mem Global has acted in a manner that is not in alignment with the goals of this policy.

If the alleged harassment, sexual harassment or misconduct, or discrimination is from a Moishe House Resident, volunteer, contractor, vendor, customer, or other third parties, Mem Global will take appropriate action to stop the conduct.

If a Resident has made a complaint but feels that the action taken in response has not remedied the situation, they should make an additional complaint following the complaint procedure outlined in this policy.

AI Policy

Mem Global encourages the responsible and ethical use of Artificial Intelligence (AI) tools to support our mission. Community Builders, which include but are not limited to Moishe House residents, MHWOW hosts, and PLR facilitators, must use AI in a way that is transparent and protects individuals, the organization, and our values. They should never input sensitive information like personal contacts or donation data into AI systems. Community Builders must critically review AI-generated content for accuracy and bias, use AI only for work-related tasks, and clearly disclose to both Mem Global staff and community members when AI was used, especially for public-facing materials such as marketing, grant applications, or program submissions. Intentional or accidental misuse of AI—including spreading misinformation, violating privacy, or using AI for harmful purposes—is strictly prohibited. Any issues or concerns should be reported promptly to Mem Global's HR department: +1 704-753-7111. Reports will be handled with confidentiality. For more information and to read the full AI Policy, please click [here](#).

Additional Mem Global Programs/What Comes Next?

45. LEARNING & LEADERSHIP RETREATS

- Mem Global Jewish Learning and Leadership Retreats are multi-day, immersive learning experiences that give an opportunity to Jewish young adults worldwide to explore relevant Jewish topics, gain programmatic skills, and connect with other young adults to build community. These gatherings are open to Residents, alumni, and community members alike, with travel stipends available for all.
- Find out more about upcoming Mem Global retreats at www.memglobal.org/retreats.

46. RETREATOLOGY AND PEER-LED RETREATS

- Retreatology is a retreat about Jewish retreat-making. Meta, right?
- This special training, which takes place several times a year worldwide, offers participants a glimpse behind the curtain to learn retreat facilitation skills to bring home.
- Participants are then eligible to apply for a grant of up to \$6,000 to host their own Peer-Led Jewish Learning Retreat in their community.
- Find out more at www.memglobal.org/retreatology or contact retreatology@memglobal.org.

47. CAMP NAI NAI NAI

Camp Nai Nai Nai is for anyone age 21-39 who wants to experience the joy, beauty and silliness of Jewish summer camp! We invite you to come as you are and find your most authentic self. Whether you are Reform, Conservative, Orthodox, just Jewish, "Jewi-ish", all the above, or none of the above, Camp Nai Nai Nai is where we sing the wrong words to the right songs, together making up our own lyrics and rules as we go along! Everyone can sing along to the "nai nai nai..." part of the song.

- Camp Nai Nai Nai has a “coastal” East camp and sea camp on the Nai Cruise annually and some other fun activities/ events.
- Find out more about upcoming opportunities at memglobal.org/campnainainai
- For more questions or “how to apply to be a counselor at our next camp”, email info@campnainainai.org

48. BASE

Base is a collection of pluralistic, home-based, rabbi-led communities focused on engaging young adults. Base is intentionally led by a senior Jewish professional who has rabbinic and pastoral training. Base seeks to transform the image of what many young adults think of when they hear the word “rabbi” by creating a plethora of opportunities to get to know, learn from – and with – the Base Rabbi. In cities where Base is present, they would love to invite Community Builders over for coffee to get to know them! Each Base Rabbi and Partner has their contact information listed on Base Movement website, but, if preferred, Community Managers can send an introductory email.

49. SCHOLARSHIPS

- Mem Global is invested in Community Builders' personal development and growth as Jewish community leaders. All Moishe House Residents are eligible to apply for a scholarship to enable participation in any external program or opportunity that has a clear Jewish educational component (e.g. Limmud, a Pardes Institute program, or a JDC Entwine trip).
- Scholarships are seen as a partnership between Mem Global and Residents, so Residents are expected to contribute towards the total cost of participation.
- The yearly scholarship amount is \$180.

What Comes Next? Post-Resident Life

There are plenty of opportunities for alumni to stay engaged and take advantage of great benefits.

50. AMBASSADOR CIRCLE

When a Resident's time comes to an end, they are invited to join The Ambassador Circle. The Ambassador Circle is Mem Global's alumni-only giving society designed for those in our community who have committed to help sustain Mem Global's future through a meaningful minimum monthly contribution of \$15 per month (or \$180/year).

- All gifts made as part of The Ambassador Circle can be designated to support any current Moishe House community or Mem Global initiative
- Learn more about The Ambassador Circle contact Josh Traulsen, West Coast Director of Advancement at josh.traulsen@memglobal.org

51. MOISHE HOUSE WITHOUT WALLS

Moishe House Without Walls (MHWOW) is a great way for alumni to use their past experience as a Resident to create the programs and community of which they want to be a part.

MHWOW hosts hold programs once per month from wherever they are for a year-long commitment and have access to the support, educational, and financial resources to bring their vision to life and cultivate a Jewish community that's theirs. Each Resident will be invited to fill out an application upon completing their time as a Resident.

Questions? Nate Strauss, Director MHWOW, at nate.strauss@memglobal.org

52. LEARNING RETREATS AND SCHOLARSHIPS

Resident alumni will continue to be eligible for Mem Global learning retreats and scholarships while still within the Mem Global age range. For questions about any of these alumni benefits, contact moishehouse@memglobal.org.

Acknowledgement Form

Resident Agreement

Each Resident will receive an email with a unique link to sign the Resident Agreement document for Mem Global.

This document is an acknowledgment that the signer has read, understood, and agrees with the policies of Mem Global and accepts future iterations of this handbook as well as the information outlined in the Resident Agreement. Residents will be notified via email of all updates, changes, and additions made to this handbook.