

## Eimatai Leadership Development Conference

### Registration Policies and Procedures

#### Program Cost:

- **The per-student conference tuition is \$275.**
  - This includes hotel accommodations (one student per-bed), meals, program supplies, and transportation during the conference.
- **The school registration fee is \$300.**
  - This covers the faculty chaperone's tuition and all follow-up visits after the conference.
  - The school registration fee is due once a year, and covers the faculty chaperone for both conferences.
  - The fee for additional chaperones (or spouse) sharing a room with the primary chaperone is \$150, and for a chaperone requiring a separate room is \$275.
- *Travel to and from the conference venue is not included in the tuition. On some conferences, a bus will be provided from Yeshiva University.*

#### School Group Registration

*Spots on the conference are available on a first-come first-served basis. There is great demand for participation, and space in hotels/venues is limited. Make sure to meet all deadlines in order to insure your group's registration.*

- To save your group a spot at an Eimatai Conference, the non-refundable \$300 school registration fee, and a \$100 *per-student* non-refundable deposit are due 6 weeks prior to the Conference date.
  - Any schools signing up after the 6-week cutoff date will be subject to a late-fee of \$50 per-student *and* \$50 per-school.
- Student registration forms, signed student waivers, and the faculty form are due 4 weeks prior to the Conference, along with any scholarship request forms.
- The remaining balance of the delegation tuition is due 2 weeks prior to the conference, reflecting any scholarships that were awarded.
- Any and all payments not received by 2 weeks prior will be subject to a late registration fee of \$50 per-student *and* \$50 per-school.
- Each school should send *one* deposit check, and *one* balance check. **No personal or family checks will be accepted.** All checks should be made out to YESHIVA UNIVERSITY with Eimatai on the memo line.



## **Scholarships**

- Student scholarships will be awarded on an as-needed basis. All students must fill out a scholarship request form that is available at [www.eimatai.org](http://www.eimatai.org) on the “Leadership Conferences” page.
- It is our policy not to turn away students for financial reasons, but we also believe that students will not value the experience if they attend for free. Full scholarships will only be awarded in special circumstances.
- All scholarship request forms must be received no later than 4 weeks prior to the Eimatai Conference. There is a limited pool of scholarship money, so the sooner they are sent in, the better.
- The faculty contact will receive a confirmation on scholarship recipients and an electronic invoice for the total tuition for the school group within two business days of receiving the student registration forms and scholarship request forms.

## **Registration Calendar**

### **Six weeks prior to the Conference**

***(Fall – September 24, 2008; Spring – January 12, 2009)***

- The non-refundable \$300 school registration fee, and a \$100 *per-student* non-refundable deposit are due. After this date, a \$50 *per-student* and \$50 *per-school* late fee will be charged.

### **Four weeks prior to the Conference**

***(Fall – October 6, 2008; Spring – January 29, 2009)***

- All student registration forms must be received.
- All signed student waivers must be received.
- All scholarship request forms must be received.
- The school chaperone form must be received.
- You will receive a response within 48 hours of receipt.

### **Two weeks prior to the Conference**

***(Fall – October 30, 2008; Spring – February 12, 2009)***

- The full balance for the school delegation must be received. After this date, a \$50 *per-student* and \$50 *per-school* late fee will be charged.



## Payment and Late Fees

- All payment must be in the form of a single check made out to “YESHIVA UNIVERSITY” from the school, “Eimatai” in the memo. **No personal or family checks will be accepted.**
- Any and all payments not received by the dates above will be subject to a late registration fee of \$50 per-student *and* \$50 per-school. Space is limited, and spots on the conference are given on a first-come first-served basis.
- An additional 10% on the outstanding balance will be charged for money not received by the Thursday before the conference.

## Cancellations

- If a student drops out of the program more than **two weeks before** the conference, he/she may be replaced with another student of the same gender and the non-refundable deposit will transfer to the new student. If no replacement is found, a refund of the student tuition will be issued, less the \$100 non-refundable deposit.
- If a student drops out of the program **within two weeks** of the conference, he/she may be replaced with another student of the same gender, but only half of the non-refundable deposit (\$50) will transfer to the new student. If no replacement is found, there is no refund of the student’s tuition.
- If a student cancels within two weeks of the conference due to a **medical or family emergency**, and a note is provided from a doctor or Rabbi, a refund of the student’s tuition less the \$100 non-refundable deposit will be issued to the school.
- Inclement weather and acts of G-d that may prevent groups or individuals from attending will be dealt with on a case-by-case basis.



## **Eimatai Micro-Grant**

### **What is it?**

When planning your School Initiative, you may find that the hardest part is finding enough money to get your project started. Other times your program is very low-cost, and you are trying to find out how to publicize better. The Eimatai Micro Grant program is designed to provide you with a structure to get the resources you need.

### **How does it work?**

There are a number of Preparation Stages that you will go through as you create a successful School Initiative. As you complete these stages (and report the completion to your Eimatai advisor), money will be deposited in your school's Eimatai account.

In order to withdraw from your account, you must have accumulated a total of \$250. At that point, you must submit to the Eimatai office a budget for how you plan to use the \$250, and any other expenses that may be needed for your program. Once your budget has been approved, you may spend up to \$250 on the approved budget lines. When you submit receipts for those expenses, Eimatai and Yeshiva University will issue a reimbursement. If your program will not cost much money, your \$250 can also be spent on an assisted PR effort from the Eimatai staff.

### **Preparation Stage Values and Descriptions**

- **Action Plan - \$50**

On the Eimatai Conference, students will learn about Action Plans, and how to plan a program. Each school group should create an Action Plan for their School Initiative outlining what steps must be taken in order to complete the project. The action plan should include when each step will be accomplished, and who will be responsible for completing the project.

- **Eimatai Presentation - \$50**

Towards the end of the conference, each school group will make presentations to the rest of the conference about the project they are running. It is important for students to present their program to their peers, and listen to any feedback that may be given.

- **Meet with Eimatai Advisor - \$50**

Following the Eimatai Conference, school groups should remain in touch with their Eimatai advisor, and work with him/her on the phone, through email, and in person to make the School Initiative a success. Schools should be in touch with their Eimatai advisor at least twice a month in order to receive the Micro-Grant.

- **Presentation to Administration - \$50**

A presentation should be made to the Head of School and/or relevant administrative staff persons explaining the School Initiative. Students should show the action plan that was created, and any relevant program budget.

- **Newspaper Article - \$50**

Each school group should write a 250-word article describing what their School Initiative will be. This article can be used in school and local newspapers, and will be published in the EimaTimes monthly newsletter.

