

Machane TBA Madrichim Program Guidelines 2023-2024

Madrichim are role models and mentors to our students and assistants to the Machane TBA staff. Your behavior should reflect that of a leader and not of a student. Acknowledging and agreeing to follow these guidelines is part of the application process.

Arrival -

Madrichim must arrive at 9am on Sundays, which is 30 minutes prior to the start of classes. Your supervisor will be recording attendance. For paid Madrichim, if you are late after receiving a warning, your pay will be adjusted to reflect the time worked.

Cell phones-

Cell phones are not to be used during your work time. If we find that Madrich's are using their phones, we will collect them from all Madrich's upon arrival in the morning, and they will receive them back when they are finished with their day.

Attendance-

- Being a Madrich is a commitment for the school year, and Machane TBA teachers count on the Madrichim in their classrooms each week.
- Please give notification of a planned absence as far in advance as possible. Madrichim should notify the teacher(s) with whom you work and the Department Supervisor.
- In the event of an unexpected absence such as an illness or family emergency, call/text your Supervisor as soon as possible, even if it is late at night or early in the morning.
- Madrichim should consider this role as a professional responsibility and make a consistent commitment to attend. Please note that attendance records and failure to notify of absences determine eligibility for future employment in the Madrichim Program. Continual poor attendance can result in reevaluating your position and possible dismissal.

Mandatory Meetings-

- We hold mandatory meetings to enhance your skills, provide information updates and offer opportunities to socialize with other madrichim. These sessions are unpaid.
- The Madrichim meetings for 2023-2024 will be on **September 10, 2023, Jan. 21, 2024 and May 5, 2024.** Please put them on your calendar now and make every effort to attend.

Attire-

Please wear the Machane TBA t-shirt we provide to maintain a professional appearance, along with appropriate jeans, leggings or joggers. Wear clothing appropriate for a religious school setting that covers your abdomen and undergarments.

Madrich/Madricha Printed Name

Madrich/Madricha Signature

Parent/Guardian Signature

Date