**Introduction to Application and Summary of Information**

* **Shnat Dates:** Shnat 2016/17 will run from 15th September 2016 to 31st May 2017. These dates are subject to change**.**
* **Programme Cost:** The cost for Shnat is £13,250.
* **Final Deadline:** Complete applications are due by the **17th May**. This includes a deposit of £500, which is refundable until **17th June** (less an administration charge of £150) along with the entire application form, medical form and signed contract.
* **Payment Procedure:**
	1. Deposit of £500.00 due with the Application Form.
	2. Remaining balance due August 1st. If it is not possible to pay the balance in full at this stage, we will arrange for a phased payment plan by standing order or post dated cheques. This must be agreed with us **in advance**.
* **Plane Ticket Policy**: Once purchased, the plane tickets are non-refundable, and will become your property. If you need to make changes to names and/or outward dates, you will be liable for any change/re-ticketing fee.
* **Methods of Payment:** Acceptable methods of payment for the Shnat programme are: cheque, Credit or Debit Card, or Bank Transfer.
* **Kuppah:** The suggested value for Kuppah for the entire year is £1,300. It is advised that Kuppah should be taken to Israel in the form of travellers cheques. **Please do not send Kuppah money to the Habonim Dror office.**
* **Bursaries are widely available –** please contact Jonathon@habodror.org.uk to discuss further.

***APPLICATION FORM***

*Attach* ***6*** *passport pictures here*

Please complete all questions in this form fully and legibly.

Ensure that you and your parent/guardian **read** and **sign** the declaration on the last page.

**Applicant’s Information**

|  |  |
| --- | --- |
| Full Name**(as it appears on your passport)** |  |
| Date of Birth (mm/dd/yy) |  | Place of Birth |  |
| Address  |  |
|  | Postal code |  |
| Home Phone # |  |
| Email Address |  | Mobile # |  |
| Citizenship(s) |  | Gender |  |

**Family Information**

Is your mother living ? Yes / No Is your father living ? Yes / No

Are your parents divorced ? Yes / No Are your parents separated ? Yes / No

Do you live with Both Parents / Mother / Father / Other

|  |  |  |
| --- | --- | --- |
|  | *Parent/Guardian 1* | *Parent/Guardian 2* |
| Relationship to you |  |  |
| Name |  |  |
| Date of Birth |  |  |
| Home Address |  |  |
| Home Phone # |  |  |
| Work Phone # |  |  |
| Mobile Phone # |  |  |
| Email Address |  |  |
| Occupation |  |  |
| Religion |  |  |
| Birthplace |  |  |
| Citizenship |  |  |
| Mothers’ Maiden name |  |  |

Siblings:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Brother/Sister 1 | Brother/Sister 2 | Brother/Sister 3 |
| Name |  |  |  |
| Age |  |  |  |
| Involved in Habonim Dror (yes/no) |  |  |  |

Has anyone in your family participated on Shnat? Yes / No

If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Passport Details**

|  |  |
| --- | --- |
| Name on Passport  |  |
| Passport Number |  |
| Issue Date |  |
| Expiry Date |  |
| Nationality |  |
| Country of Issue  |  |

**2nd Passport (if applicable)**

|  |  |
| --- | --- |
| Name on Passport  |  |
| Passport Number |  |
| Issue Date |  |
| Expiry Date |  |
| Nationality |  |
| Country of Issue  |  |

**NB/ If you do not have a valid passport, you must apply for one immediately. If your passport expires within 6 months of the end of the programme you must renew it prior to the start of Shnat. If you have an Israeli parent you must get an Israeli Passport.**

**Personal Profile**

Previous camps that you have attended:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Camp 1 | Camp 2 | Camp 3 | Camp 4 |
| Year |  |  |  |  |
| Name |  |  |  |  |
| Participant/Madrich |  |  |  |  |

Previous visits to Israel:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Visit 1 | Visit 2 | Visit 3 |
| Year |  |  |  |
| Length of stay |  |  |  |
| Purpose (e.g. Holiday, group programme, etc.) |  |  |  |

Describe your abilities in Hebrew: *(please circle the appropriate answer)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reading | None | Weak | Fair | Good | Fluent |
| Writing | None | Weak | Fair | Good | Fluent |
| Speaking | None | Weak | Fair | Good | Fluent |
| Understanding | None | Weak | Fair | Good | Fluent |

Religious Observance

Observe Kashrut? Yes / No

Shomer Shabbat? Yes / No

Details of religious observance:

Would you describe yourself as a member of Habonim Dror, and if yes, describe your participation:

|  |
| --- |
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|  |

Why is it important for you to participate in a long-term programme in Israel?

|  |
| --- |
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What are your expectations of the Shnat programme?

|  |
| --- |
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Describe how you intend to be active in Habonim Dror and the Jewish Community upon your return:

|  |
| --- |
|  |
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|  |

Are you currently involved in any other Jewish Organizations?

|  |
| --- |
|  |
|  |
|  |

**Your commitment**

The Shnat programme is a challenging programme which involves a great deal of commitment to both education and group building. Using the space below, explain why you wish to participate in the programme, and what skills or qualities you have, that will enable you to give the appropriate commitment throughout the programme.

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**References**

As part of the application process for Shnat programme, we need to receive 3 character references. Please provide information for these 3 references – 1 must be a Habonim Dror Shaliach/a or Madrich/a, 1 must be a School Teacher or Rabbi, and 1 must be a family friend or Employer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference 1 | Reference 2 | Reference 3 |
| Name |  |  |  |
| Position |  |  |  |
| Phone # |  |  |  |
| Email # |  |  |  |

***MEDICAL FORM***

This form includes:

1. **Notes to the Examining Doctor and Applicant/Guardian**

 **(*to be read by Applicant & Doctor*)**

1. **Personal Health History (to be completed by the Applicant)**
2. **Physical Examination Form (to be completed by the Doctor)**
3. **Applicant's & Parent/Guardian's Statements**

**Please complete all sections of this form. Please note that the Doctor, the Applicant and his/her legal guardian must sign the form in the specified places for it to be valid and acceptable. All information will be kept confidential.**

**A: NOTES TO THE EXAMINING DOCTOR AND THE APPLICANT/LEGAL GUARDIAN**

1. The new and strenuous environment each participantwill face will tax his/her physical and mental capabilities to the fullest. It is imperative, as a safeguard to the health of the participant, that this report be as complete and precise as possible.
2. Participants will be touring and working in a sub-tropical climate, with temperatures reaching 100 degrees Fahrenheit in the shade. The climate is mostly dry, with semi-arid conditions over a large part of the country.
3. Most participants will be living in a communal environment. They will be sleeping in a dormitory or sharing living quarters with other people and eating in communal dining facilities.
4. The participant’s activities may range from, physical labour in the sun (mainly in the fields) to work in a communal kitchen, with all the epidemiological problems involved. Participants will also be carrying out voluntary work in a development town, and living in self-catering student flats. They will also be expected to participate in a number of tours of the country, which will involve walking long distances (including a 5-8 km hike), climbing and other strenuous activities.
5. You should also bear in mind that medical facilities available for participants would only cover acute illness and accidents. There are no facilities available within the framework for the treatment of chronic disturbances. Medical care will very often be entrusted to fully trained para-medical personnel, although a doctor will always be available and on call as will the local hospital(s). When necessary, the patient may be transferred to Jerusalem for specialised medical treatment and where indicated may later be returned to the country of origin for further treatment. Dental, optical or gynaecological treatments are not included and will be arranged at the participant’s expense.
6. This form should be filled out by a doctor who has known the applicant for atleast 18 months prior to the filling out of the form.
	1. **In addition, any applicant who has been under the care of a specialist (for example, cardiologist, neurologist, psychiatrist, psychologist, social worker etc.) must submit a written detailed report from the specialist giving complete diagnosis, prognosis and evaluation.**
	2. If an applicant requires therapy, treatment, or to continue receiving medicines and drugs while under the auspices of the programme, s/he should have a medical letter giving full details. Since very often, medicine is not available under the same trade name as in the country of origin; the full pharmacological name of all medicines and drugs used by the patient should be given. However, such medication will be the responsibility of the applicant.
	3. If any changes take place in the applicant’s health following submission of the form, the applicant must submit a full, explanatory medical letter detailing diagnosis, prognosis, and treatment. Failure to submit such letter may result in expulsion of the applicant from his/her programme without any refund.
7. Habonim Dror and The Israel Experience Ltd will rely on this completed form and any supplementary letters in making determinations of acceptance for or continuation of the applicant in the programme. Omissions or mis-statements are at the risk of the applicant and his/her doctor, surgeon, psychiatrist, psychologist, or social worker.
8. The information on this report form, and all supplementary letters and reports on the physical, mental or psychological condition of the applicant shall be held by Habonim Dror and The Israel Experience Ltd as strictly confidential.
9. **Should any participant upon arrival in Israel, or during his/her stay, be found to be suffering from any condition, mental or physical, that is not fully disclosed in this medical form or in any accompanying letter from a qualified professional, then she/he may, at the sole and absolute discretion of Habonim Dror and The Israel Experience Ltd, and their representatives in Israel, be returned to his/her place of origin at the participant’s own expense, and there shall be no refund of money paid for the programme.** Habonim Dror, The Israel Experience Ltd and their representatives are thereby released of all liability of any kind whatsoever arising out of any aspect of such participant’s medical history and mental or physical condition.
10. The medical insurance provided by Habonim Dror and The Israel Experience Ltd and their representatives in Israel will not cover any treatment necessitated by the reoccurrence of any chronic affliction, or any illness or ailment suffered by the participant prior to arrival in Israel, except for a sudden and unforeseeable worsening of such condition**. Habonim Dror and The Israel Experience Ltd and their representatives in Israel will bear no liability for costs incurred as a result of such chronic condition or pre-existing illness or ailment.**
11. **The medical insurance provided by Habonim Dror and Israel Experience Ltd will not cover any pre-existing medical condition and the Applicant will be required to take out independent medical insurance to cover for the duration of the programme.**

**B: PERSONAL INFORMATION & HEALTH HISTORY**

 **(To be completed by the Applicant)**

*In case of emergency, if a parent/guardian is not available the following should be contacted* ***in the UK****:*

|  |  |
| --- | --- |
| Name |  |
| Relationship to Applicant |  |
| Address |  |
|  | Post code |  |
| Tel. No. (home) |  | Tel. No. (work) |  |
| Mobile No. |  | E-mail address |  |

 In case of emergency, the following should be contacted **in Israel:** (if applicable)

 **Contact 1:**

|  |  |
| --- | --- |
| Name  |  |
| Relationship to Applicant |  |
| Address |  |
|  | Post code |  |
| Tel. No. (home) |  | Tel. No. (work) |  |
| Mobile No. |  | E-mail address |  |

 **Contact 2:**

|  |  |
| --- | --- |
| Name |  |
| Relationship to Applicant |  |
| Address |  |
|  | Post code |  |
| Tel. No. (home) |  | Tel. No. (work) |  |
| Mobile No. |  | E-mail address |  |

**Your Health History: (to be completed by the Applicant)**

1. ***Have you ever suffered from any of the following chronic or recurring illnesses or conditions?***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Condition** | **Yes/No** | **Date** |  | **Condition** | **Yes/No** | **Date** |
| Asthma |  |  |  | Heart problems |  |  |
| Bronchitis |  |  |  | Hyperactivity |  |  |
| Bursitis |  |  |  | Kidney Problems |  |  |
| Cancer |  |  |  | Manic / Depressive psychoses |  |  |
| Chicken Pox |  |  |  | Measles |  |  |
| Convulsions |  |  |  | Mononucleosis (glandular fever) |  |  |
| Diabetes |  |  |  | Mumps |  |  |
| Dizziness |  |  |  | Pneumonia |  |  |
| Ear Infections |  |  |  | Poliomyelitis |  |  |
| Eating disorders |  |  |  | Rheumatic fever |  |  |
| Epilepsy |  |  |  | Scarlet fever |  |  |
| Eye problems |  |  |  | Sleep walking |  |  |
| Fainting |  |  |  | Thyroid disorder |  |  |
| Frequent colds |  |  |  | Tuberculosis |  |  |
| German Measles |  |  |  | Ulcers |  |  |
| Headaches |  |  | ***Participant's Name:******Doctor’s Signature:*** |

**If 'yes' please give details**

Please give **full details** including names and addresses of the relevant doctors, hospitals and specialists of any chronic or recurring illnesses. **Please refer to Note 6 of section A of this form**. And attach a letter from a consultant/specialist to this form.

|  |  |  |
| --- | --- | --- |
| **Condition** | **Details / Treatment** | **Name, Address and Contact Information for appropriate Doctor(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

***B) Has anyone in your immediate family (parents and siblings) ever suffered from any of the conditions specified above?***

|  |  |  |
| --- | --- | --- |
| **Condition** | **Name / Relationship of Family Member** | **Details of Treatment** |
|  |  |  |
|  |  |  |
|  |  |  |

***C) Do you suffer from any allergies?***

|  |  |  |
| --- | --- | --- |
| **Allergy** | **Yes / No** | **Degree of sensitivity, nature and severity of reaction**  |
| Aspirin |  |  |
| Hay Fever |  |  |
| Insect Bites / Stings |  |  |
| Penicillin |  |  |
| Other :  |  |  |

***Participant's Name:***

***Doctor’s Signature:***

1. ***Do you suffer from any other conditions e.g. Dyslexia, A.D.D., concentration problems, stress problems, eating disorders, excessive dieting etc? If Yes please give details***

|  |
| --- |
|  |
|  |
|  |

1. ***Do you have any special dietary requirements (including Vegetarian/Vegan)?***

|  |
| --- |
|  |
|  |
|  |

1. ***Have you received the following vaccinations? (Please read the notes in the box below)***

|  |  |  |
| --- | --- | --- |
| **Vaccination** | **Yes/No** | **Date of vaccination** |
| Polio |  |  |
| Tetanus 1 |  |  |
| Tuberculosis |  |  |
| Meningitis 2 |  |  |
| Whooping Cough |  |  |
| Hepatitis  |  |  |
| Other |  |  |

***Vaccination Notes :***

1. **You must have received an anti tetanus primary course or booster within the last ten years**
2. This vaccination is recommended

***Participant's Name:***

***Doctor’s Signature:***

1. ***Have you undergone any operations or sustained any serious injuries?***

|  |  |  |
| --- | --- | --- |
| **Operation/injury** | **Date** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*When answering please refer to Note 6 in section A.*

1. ***Are you currently taking any medication?***

|  |  |
| --- | --- |
| **Name** | **Details of condition** |
|  |  |
|  |  |
|  |  |
|  |  |

*When answering please refer to Note 6 in section A.*

***Participant's Name:***

***Doctor’s Signature:***

1. ***Have you ever consulted a psychiatrist, psychologist, psychotherapist, social worker or counselor? Have you ever undergone psychoanalysis or received psychotherapy or other psychological treatment or advice?***

Yes / No

If so, and if necessary, do we have permission to contact that relevant mental health professional to discuss further?

Yes / No

If ‘yes’ please give full details including the period of your consultations, the reason for consultation, and the name, address and contact details of the consultant. Please obtain a letter giving complete diagnosis, prognosis and evaluation of your ability to participate in the programme.

|  |
| --- |
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###### *Swimming Ability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Permission for Disclosure of Information:**

I give my permission for Habonim Dror or The Israel Experience Ltd, or their representatives in Israel to contact any medical or psychological professional who treated me in the past. I also give my permission for any of these medical or psychological professionals to disclose or release any information that may be pertinent to my participation in the Shnat Programme to Habonim Dror, The Israel Experience Ltd or their representatives in Israel.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please sign this Permission For Disclosure* ***in addition*** *to the Applicants and Parent/Guardian's Statement in section D.*

***Participant's Name:***

***Doctor’s Signature:***

**C :PHYSICAL EXAMINATION FORM (To be completed by YOUR DOCTOR)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Normal** | **Abnormal** | **Describe abnormality** |
| Head |  |  |  |
| General Build |  |  |  |
| Neck |  |  |  |
| Ears |  |  |  |
| Eyes |  |  |  |
| Teeth |  |  |  |
| Mouth, Throat |  |  |  |
| Chest, Lungs |  |  |  |
| Heart |  |  |  |
| Vascular System BP |  |  |  |
| Abdomen and Viscera |  |  |  |
| Hernia |  |  |  |
| G.I. System |  |  |  |
| G.U. System |  |  |  |
| Upper Extremities |  |  |  |
| Lower Extremities |  |  |  |
| Spine |  |  |  |
| Skin, Lymphatic |  |  |  |
| Nervous System |  |  |  |

***Participant's Name:***

***Doctor’s Signature:***

|  |  |  |  |
| --- | --- | --- | --- |
| Height |  | Weight |  |
| Urinalysis |  | Albumen |  |
| Sugar |  | VDRL |  |

**Vision:**

|  |  |  |  |
| --- | --- | --- | --- |
| Right – Without Correction |  | Left – Without Correction |  |
| Corrected to |  | Corrected to |  |

**Hearing:**

|  |  |  |  |
| --- | --- | --- | --- |
| Right |  | Left |  |

**Menstrual history:**

|  |  |  |  |
| --- | --- | --- | --- |
| Regular or irregular |  | Date of Last Menstrual Period |  |
| Any Gynaecological disturbances? |  |

**Is full physical activity possible?**

|  |
| --- |
|  |

**Any Specific Physical Restrictions / Dietary Restrictions / General Recommendations :**

|  |
| --- |
|  |
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|  |

***Participant's Name:***

***Doctor’s Signature:***

**Any other relevant information:**

|  |
| --- |
|  |
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|  |

**DOCTOR’S STATEMENT**

I have read the ‘Notes to the Examining Doctor’ and thereafter have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert Name of Applicant) and have recorded the results above, which represent to the best of my knowledge, the applicant’s entire medical history and my findings on examination. In my opinion the applicant is **CAPABLE** *I* **INCAPABLE** (delete as applicable) of participating in the programme (including a *5-8* km hike) as outlined in the Notes. I have known the applicant for \_\_\_\_\_ years. I understand that the Habonim Dror and The Israel Experience Ltd and their representatives in Israel will rely on my above report and findings.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Doctor |  |  |  |
| Address |  |  |  |
|  |  | Postcode |  |
| Tel No |  | Fax No |  |
|  |  |  |  |
| Doctor's Signature |  | Date |  |

Doctor's Stamp:

**D: APPLICANT'S & PARENT/GUARDIAN'S STATEMENTS**

**APPLICANT’S STATEMENT**

I have read the Notes in section A, and in particular items to the Examining Doctor and particularly items 6,7, 9, 10 and 11. I hereby certify that, to the best of my knowledge, the above medical form is complete in all its details. I fully realise that any condition, mental or physical, that I am found to have, originating prior to my arrival in Israel, and which is not described in full on this form or in any accompanying letter, will be due cause for my return to my country of origin or treatment in Israel, solely at my expense. In addition, I am fully aware that the Habonim Dror and The Israel Experience Ltd and their agents/representatives in Israel have neither responsibility nor liability arising out of such condition.

I also realise that medical coverage does **not** include dental, gynaecological, psychiatric, psychological or optical treatment of any form whatsoever, nor does it cover any treatment necessitated by any chronic illness from which I am suffering, or treatment necessitated by any illness or ailment suffered prior to my arrival in Israel (except for a sudden deterioration of a disclosed chronic illness). All medications that I take regularly are at my own expense, and have been detailed in this form or in letters.

I also give my full permission for all treatment of any nature deemed necessary by doctors in Israel to be extended to me within the framework of the medical services nominated by Habonim Dror, The Israel Experience Ltd and their representatives in Israel.

I also acknowledge the fact that usage or involvement with alcoholic beverages, drugs or narcotics may be cause for immediate dismissal from the programme, and I will be returned to my country of residence at my own expense and will not be insured by the programme.

Any major medical or psychological issue which arrive after the submission of this application, or any major change in the applicant's mental or physical health, must be reported to Habonim Dror. Habonim Dror reserves the right to reconsider the applicant's acceptance in this situation. If such changes or issues are not reported to Habonim Dror prior to the beginning of Workshop, Habonim Dror reserves the right to dismiss the participant from the program, without refund and with all charges incurred being the responsibility of said participant and their parents/guardians.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant  |  |  |  |
| Signature of Applicant |  | Date |  |

**PARENT / GUARDIAN STATEMENT**

I submit that the information supplied is a full medical history and I am unable to add any further relevant details. I fully accept the terms and conditions of the Applicant’s Statement as it applies to the applicant.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Parent / Guardian  |  |  |  |
| Signature of Parent / Guardian |  | Date |  |

# **VERY IMPORTANT – PLEASE READ CAREFULLY**

# **Statement of Standards & Responsibility**

### Introduction

The following is a statement of what behaviour is expected from Habonim Dror participants on Shnat and what behaviours are considered unacceptable. This statement also details the standard procedure for dealing with unacceptable behaviour.

These behaviour guidelines must be followed in order for the programme to run successfully and for you to have the best experience individually and within the group. Of course, we sincerely hope that these discipline procedures will not prove necessary.

Breaking ANY of the rules outlined in the following pages could lead to dismissal from the programme according to the procedures outlined below. Decisions regarding the rules of Shnat will be made by the representatives of Habonim Dror UK and World Habonim Dror in partnership with the Israel Experience Ltd. (jointly the programme organizers), who are all able to exercise discretion, within these guidelines.

Both you and parent/guardian must read and accept the Statement of Standards and Responsibility. Both of your signatures are required below.

Please Note:

* Habonim Dror UK assumes full responsibility for your safety throughout the year contingent upon your adherence with established security standards.
* As a Shnat participant, you are expected to behave appropriately at all times throughout the year, exercising self-discipline under the supervision of the Shnat coordinator and madrichim (leaders).
* The relationship between Shnat participants and the movement is a two way relationship. Just as the movement expects Shnat participants to behave with respect, you should expect to be treated with respect. The movement commits to acting within such a framework.

# If a participant chooses to leave the programme for any reason but decides to stay in Israel, we will demand written parental/guardian acknowledgement. It must be understood that in this case we disclaim responsibility, including responsibility for any visa problems that may arise and the participant will no longer be insured through the programme. Refunds will be given only up to three months from the start, less moneys and administrative charges used during this period. After three months, no refunds are payable.

**Expected Behaviour:**

*1. Participation:*

You **must** actively participate in every aspect of the programme. You must treat every part of the programme as compulsory (except if you are told differently by your supervisors).

*2.**Shnat as training for senior leadership positions*

One of the fundamental aims of Shnat is leadership training. Your Shnat experience will prepare you to return to the movement in senior leadership positions, granting you the responsibility for the welfare of others. As such, we expect high standards of responsibility from you. As a participant on Shnat, you are required to take responsibility for your actions at all times. Habonim Dror expects every Shnat participant to work, upon his/her return, as a Madrich/a at a Habonim Dror summer camp, to remain an active member of the movement for at least two years after the programme ends and to contribute fully to the future of the movement.

*3. Participants as members of Habonim Dror*

As a participant of Shnat, you are a representative of Habonim Dror. As such, your behaviour reflects the movement. This places you in a position of responsibility to all of the members of Habonim Dror. You must remember this at all times and act accordingly.

*4. Group and personal values*

In Habonim Dror, we strive to create groups based on core values such as tolerance, respect, inclusiveness, openness, honesty and warmth. The Shnat programme is designed to facilitate the growth of each individual to reach his/her potential whilst building a cohesive kvutzah and these values are essential for building such a community. We all fall short of these values at times, but we expect Shnat participants to strive to live by these values and treat each other accordingly and, most certainly, not to undermine them.

5. *Relationship with madrichim and supervisors.*

During your year in Israel you will come under the jurisdiction of various authorities outside of HDUK. Namely, the government of Israel, the Jewish Agency for Israel, World Habonim Dror, the Israel Experience Ltd, Hanoar Haoved Vehalomed, and any institution where you will have residence such as a Kibbutz, a youth hostel, etc. You must adhere to their rules as well as to the rules of HDUK at all times.

Anyone supervising the programme should be treated with respect at all times. The madrichim and other staff who work with you throughout the year are representatives of HDUK. We expect participants to follow all instructions and rules given to them by those responsible for the programme with regard to issues of health, safety, security etc.

*6. Personal responsibility*

You are responsible for your own health, safety, security and welfare. Habonim Dror provides a comprehensive support structure for Shnat participants, but you must be responsible enough to use it. You also must remember that Habonim Dror is responsible for you at all times until the end of the programme, including during free time, winter and spring chofesh (break), weekends, evenings, etc. (unless a release from has been signed by a parent). As such, you must provide all contact details to your Madrich/a whenever you are not where you are scheduled to be and comply with the security restrictions of Habonim Dror and the Israel Experience Ltd. at all times.

*7. Lifestyle and Health*

You need to look after your own health and physical condition and be in a fit state to attend, concentrate and contribute to all aspects of the programme. In case of health problems, you must go to the doctor immediately. If you are to miss any part of the programme due to illness, Madrichim must be informed so that you can see a nurse or a doctor. In addition, you must ensure that your living environment is safe and hygienic.

*8. Kuppah*

Kuppah is solely the responsibility of the kvutzah and is a key component of the kvutzah development. Whilst we encourage, support and recommend amounts and structures, final authority for Kuppah belongs to the kvutzah.

***Unacceptable Behaviour:***

Drawing on the above set of expectations, we list below certain key behaviours which are unacceptable. This list should not be seen as exhaustive. If something is not specifically spelled out here, it does not mean that it may not be unacceptable. Furthermore, we wish to reiterate that these examples are seen as minimum standards and clearly we aim for much more.

1. *Attendance*

As stated above, participants must not miss any element of the Shnat programme.

1. *Personal Security*

# You will be given security guidelines set out by Habonim Dror in partnership with the Jewish Agency. It is your responsibility to ensure that you are aware of these guidelines and keep to them at all times, during both chofesh and the more structured parts of the programme. Please be sensible and alert!

# *3. Illegal Substances*

**Illegal drug possession and/or usage will result in immediate expulsion from the programme and you will be sent home. This includes prescription drugs that were not prescribed to you.** In such cases Habonim Dror reserves the right to inform the Police. The Police will deal with the matter in a very severe manner and could place a stamp on your passport that would ban you from returning to Israel. Habonim Dror reserves the right to require that any participant receive a drug-test at any time. You agree to random drug testing at any time during the programme.

*4. Alcohol*

Alcohol abuse has been the cause of many problems that have arisen relating to discipline. It should be clearly understood that alcohol-related behaviour that creates social, work and welfare problems or affects participation in the programme for you or another will not be tolerated. Abuse of alcohol can be grounds for dismissal. Drinking during programming and seminars is prohibited.

# *5. Antisocial Behaviour*

Below is a non-exhaustive list of anti-social behaviours that will not be tolerated:

1. Physical or psychological harm caused to others.
2. Disrespect for advisors and/or peers. You must demonstrate a willingness to work with ALL people with whom you come into contact, not only members of the Shnat group. This includes families, work colleagues, neighbours, seminar educators, etc.

# Disrespect to property and/or surroundings. Vandalism of any kind is not accepted. You will be expected to maintain the equipment (electrical, furnishings and others) that is provided for you throughout the year. You are expected to keep them in a clean and working condition. The individual is liable for damage caused to property and equipment and, when appropriate, parents/guardians may be charged.

# Racist, sexist or homophobic behaviour, whether directed towards other group members, or directed outside of the group.

1. Any antisocial behaviour, as determined by the Shnat coordinators, that is determined to be detrimental to either the individual or the group. Habonim Dror retains the right to ask participants to leave the programme if such behaviour consistently arises.
2. It is the responsibility of Shnat participants to maintain acceptable behaviour and not to collude with inappropriate attitudes/actions. A madrich should be notified if any anti-social behaviour occurs.
3. Inappropriate sexual behaviour, including unwanted and/or inappropriate comments.

# *6. Chofesh (Free time)*

Three weeks throughout the duration of the programme are designated chofesh. This is an opportunity for family and friends to visit and provides an opportunity for Shnatties to travel throughout Israel. Please Note: Chofesh is not supervised. Madrichim are in contact with Shnatties on a regular basis during chofesh and travel itineraries must be pre-approved, however Shnatties are responsible for their own accommodations and meals during this time. An allocation of Kuppah money is meant to serve as funding for transportation, food and lodging during chofesh.

All days of Shnat, outside of chofesh, are compulsory. During non-chofesh periods, any guests that come to stay with the group are your responsibility. There should be no abuse of the length of their stay and in no circumstances will they be able to participate in any of the programme’s components. Madrichim must be informed of any guests throughout the year. **In order to check whether or not the shnat group are available to visit, the Movement workers in the UK must be contacted before any trips are booked.**

# *7. Leaving Israel*

You are not permitted to leave Israel whilst on the programme. Trips to Sinai, Egypt and Jordan are therefore also not permitted unless you are travelling with a parent and receive permission from the programme organizer. In this case, a release form must be signed that is in effect for the duration of your time away from Shnat.

You may only leave Israel to return to your home country with permission from the programme organizers and Habonim Dror UK and only for a specified purpose and for a short duration. Such purposes might include interviews, simchot (celebrations) involving immediate family and emergencies. Returning home during the programme is not recommended for the following reasons:

1. There is a security factor involved.
2. You will not be covered by our medical insurance
3. This type of departure from the programme can be disruptive to the programme both in terms of your individual educational continuity and for the group dynamic.

In the case of leaving Israel, a release form must be completed by your parents/guardians and sent to the HDUK office.

*8. Israeli Law*

Any breaking of Israeli law is prohibited.

# Procedures for Dealing with Unacceptable Behaviour

We have a clear procedure for dealing with these issues, which operates at different levels. Clearly, some issues are more serious than others. We try to match the level of our response to the seriousness of the behaviour.

* **Unofficial Warning:** Initial problems of a non-extreme nature i.e. missing one day’s work, missing a seminar session, being mildly disruptive etc. will be dealt with through discussion with the madrich. This is considered an “Unofficial Warning”.
* **First Warning:** If these problems become persistent or problems of a more serious nature arise, then a “First Warning” will be submitted to the participant via the madrichim and the programme organizers in Israel in the form of an official letter. The letter will detail the nature of the unacceptable behaviour and subsequent consequences if the individual continues the behaviour or if the individual performs any other serious offences after that time. This first warning does not reflect any thoughts of dismissing the individual from the programme.
* The goal at this stage is primarily educational. We see it as an important principle of our work to offer young adults and potential leaders the opportunity to take responsibility for themselves. The aim is for the individual to realize that what he/she has been doing is unacceptable and to encourage the individual to make the necessary behaviour changes in order to be a constructive member of the group and make the most of his/her Shnat year.
* **Second Warning:** If this behaviour *still* persists or problems of a more serious nature arise, then a “Second Warning” is given by the programme organizers in Israel. A letter will be submitted both to the participant and to his/her parents/guardians detailing the nature of the unacceptable behaviour and the consequences if the individual continues the behaviour or if the individual performs further serious offences.

# A “Second Warning” is the last intervention prior to expulsion from the programme. Habonim Dror has the right to define whether any behaviour should result in a warning.

* **Dismissal:** If unacceptable behaviour persists after the “Second Warning”, Habonim Dror will insist that the participant leave the programme immediately. The individual must fly back to the UK on the first available flight, at the participants own expense. From the time of dismissal onwards, Habonim Dror relinquishes any responsibility of the individual.
* Certain behaviour may lead to a “First Warning”, therefore by-passing the informal ‘warning’ stage. Examples of such behaviour are: breaking safety and security rules, alcohol abuse, anti-social behaviour, etc

**Immediate Dismissal**

Certain behaviour requires that individuals be immediately expelled from the programme. Examples of behaviour which may warrant immediate dismissal are:

* Using, selling, giving and/or being in possession of illegal drugs. This includes prescription drugs or others.
* Violence towards others
* Serious breaches of safety and security rules such that we cannot have faith that the individual is capable of taking responsibility for him/herself
* Destructive anti-social behaviour
* Sexual assault or harassment, including any kind of encounter of a sexual nature not based on consent.

This list is not exhaustive, but is intended to provide a number of examples**. In the event of dismissal from the programme, refunds will be given only up to three months from the start, less moneys and administrative charges used during this period. After three months, no refunds are payable.** **The individual will be responsible for any charges incurred due to an early departure.**

**Security Regulations**

World Habonim Dror runs a long and varied list of long-term programs in Israel for young people from abroad, together with the support of the Israel Experience Ltd, a subsidiary of the Jewish Agency for Israel (JAFI).

The JAFI Security Division conveys on a regular basis, basic and specific instructions to World Habonim Dror, together with many various other independent organisations and JAFI departments. These instructions are changed and adapted constantly, according to the security situation. These instructions are conveyed immediately to all programs. These guidelines are followed strictly by all World Habonim Dror programs.

The World Habonim Dror staff meets to review the JAFI Security instructions, and discusses the necessary steps to be taken according to the situation. At any point in time, World Habonim Dror can then decide to impose further restrictions/guidelines than those given by the Security Division.

The current safety and security regulations for Habonim Dror Long-Term program participants are detailed later in this booklet, but can change at any time.

The JAFI Security Division works directly with the “Moked Teva” situation room (cheder matzav) which is operated 24 hours a day. Moked Teva is responsible for collating information from sources such as the Israel Defence Forces (IDF), the Education Ministry, the Israeli Police, and all local government authorities, in order to put out guidelines concerning all outdoor/extra curricular activities that take place across the country (from a group participating in a private hiking trip, to school excursions).

Participants on Shnat fall under the responsibility of World Habonim Dror at all points of the year – including free time, be it over a weekend, an evening with no scheduled programming, a designated "chofesh" period or even a time when the participant is with his/her parent or guardian.

Each period of free time is examined separately and is not regarded as one single issue. For each period of free time, the exact time periods, exact boundaries and exact instructions for communication are issued, each according to the situation of the time.

Participants wishing to leave the defined premises of the program, be it for a free night or weekend or during a designated ‘chofesh’ period, must notify the relevant staff and receive permission to leave. Notification includes the intended places of visits, telephone numbers, expected return date and time, means of transportation and routes; staff keep a copy of this information. If the intended place for free time changes, participants must notify a member of the program’s staff immediately and give precise information about their whereabouts.

During a period of free time which is longer than two days, all participants must contact their madrich/a once a day, or in the event of any form of security alert/national emergency within Israel, the participants must contact their staff immediately and inform them of their whereabouts.

**Note**: Shnat participants are required to adhere to the rules set out by the Habonim Dror UK, World Habonim Dror and the Jewish Agency/Israel Experience Ltd at all times. Security briefings will occur on a regular basis. Failure to comply with these rules will result in dismissal from the Shnat program. This can apply retroactively.

## Security Structure

At all times there are rules and guidelines concerning safety and security.

**Habonim Dror Staff can be contacted 24 hours a day in case of emergencies.**

Habonim Dror employs full-time Madrichim who are responsible for the Shnat participants at all times.

Shnat participants will get regular Israel and security updates and briefings.

On weekends and during chofesh periods, contact details and itineraries for all Shnatties must be submitted to the Madrich of the group, and approved by the Program director.

**Procedure during the year:**

Where necessary, changes to the program can/will be made if security demands it, these will be cleared with the Jewish Agency Security Department.

Restrictions and guidelines are constantly reviewed.

Shnatties are always informed about any changes to security provisions.

**Incident procedure:**

Program Director and group madrichim are informed of any security incident (via sms security system).

Shnatties are phoned and located and must respond immediately that they are ok and their location.

Program Director informs HDUK and Jewish Agency Security Department (if necessary).

Parents are e-mailed, texted or phoned by HDUK.

Security restrictions are reviewed.

Madrichim remain available to advise Shnatties.

**Our commitment to you:**

**Regular updates, including regular blog entries throughout the Shnat program.**

**Contact with parents throughout the year**

**Always available to answer questions**

**Direct and immediate communication in the case of a serious incident**

##

## Habonim Dror Shnat Hachshara: Safety and Security Regulations

As follows are the current guidelines. If you have any questions, or are at ANY time unsure of what is/is not acceptable, please ask one of your madrichim.

**These rules are subject to change at anytime.**

1. Shnat participants **may not** travel in or to Judea/Samaria (West Bank). Anyone wishing to do so (to visit relatives or friends) must request special permission from their madrichim. If permission is granted, the madrichim/rakazim will determine the mode of transportation.

2. The only exception to travel in Judea/Samaria (West Bank) is travel from Jerusalem to Eilat via the Dead Sea road, which is permitted as long as prior notice is given to your madrichim (and their subsequent approval).

3. No travelling on public or private transportation on the following roads:

• **Rd. no. 90 – North (Jordan Valley Road - from Almog to Sde Trumot)**

• **Rd. no. 443 (Givat Ze’ev—Modi’in)** f you want to get to Modi’in you must go to Tel Aviv, and from there to Modi’in.

• Avoid traveling on the roads on the “Kav HaTefer”

 4. The **Sherover Promenade** *[The Tayelet*] in Jerusalem (East Talpiot) is off limits outside of an organized Shnat activity.

5. Participants are not allowed to travel to any location that is under the control of the Palestinian Authority.

6. **Jerusalem:**

• Participants **are** allowed to visit the center of town in Jerusalem: Ben Yehuda pedestrian mall, Yaffo-King George streets- Nachalat Shiva (Yoel Solomon street) – Russian Compound.

• Participants are allowed to visit the **Jewish Quarter** of the Old City and the Western Wall, except for on Fridays between 10am-3pm. Participants are only allowed to enter through the **Zion gate**.

\* Participants are advised to enter the Old City via cab or bus directly

 \* Visiting any other areas of the Old City outside the framework of an organized Shnat Hachshara activity is **forbidden**.

o **All of Arab East-Jerusalem is off limits.**

7. **Hitchhiking is absolutely forbidden.**

8. **Avoid the area outside the Tel Aviv central bus station**. If there is a need to change buses in Tel Aviv, this should only be done in the Central Bus station, and do not leave the premises. If a family member is meeting you at the bus station, wait inside for them to arrive, and only leave the bus station once you have spoken to them on the phone and established that they are already waiting for you outside.

9. **Participants are not allowed to travel to any area in or around the Gaza Strip:** This extends for a minimum distance of 10 km from the border of the Gaza strip and includes the following cities/towns: **Sderot, Talmei Yafo, Gvaram, Yad Mordechai, Nachal Oz, Nir Oz, Netiv Ha’asara**. No activity is allowed in these areas.

10. In the distance between **10 and 20km** from border of the Gaza Strip, travel is allowed only upon specific request and subsequent approval from your madrichim. This includes the towns of **Ashkelon and Kiryat Gat.** In these areas permission will be granted on condition that you must remain close to a secure location, such that you can enter within 30 seconds, at all times. No outdoor activities are allowed in these areas under any circumstances. Follow the instructions of security personnel at all times.

11. In the distance between **20 and 45 km** from the border of the Gaza Strip, travel is allowed only upon specific request and subsequent approval from your madrichim. This area includes **Gedera, Kiryat Malachi, Yavne and Ashdod**. No outdoor activities are allowed in these areas under any circumstances. Follow the instructions of security personnel at all times. This does **not include Revivim or Be’er Sheva**, where we will be for the Boneh portion of the program

12. **South/Eilat area:**

• No entry into any hiking trails or tourist sites 2km east from Road 10 (along the Egyptian border). No vehicular travel whatsoever on Road 10 or Road 12 from Shizafon Junction South.

• No entry to any sites in the area bordered by Road 10, Road 12 and the Red Sea; including Mt, Yeroham, Nachal Gishron, Mt Tsfahot.

• Entry to Eilat is via Road 90 only.

13. Participants, who want to **hike** should speak with their madrichim to receive permission and updated security regulations (including heat wave/weather restrictions). While on an individual tiyul/trip, Participants must sleep in a youth hostel, field school, authorized camping ground, or hotel. Participants are not allowed to **hike** alone, and if they are planning to go on nature hikes, Israelis who know the area must accompany them.

14. No participant is allowed to sleep outdoors, in a camping ground, beach, park or nature reserve unless it is in the framework of a secured, closed event and they have requested permission in advance.

15. Where possible, participants should **travel** in a group or with a friend.

16. You must **ONLY** visit public entertainment venues (eg. Cafes, bars, pubs and restaurants) that are **closed** and **guarded**. This means, that the place must be within an enclosed area, and that there is a guard at the entrance. If you are unsure, please ask your assigned madrich/a.

17. Never get into a **Taxi** that stops at its own initiative. Only take Israeli cabs that you have ordered by phone or flagged down yourself. It is advisable to order cabs in advance. License plates are color-coded: **Yellow – Israeli citizens**, Green/White –Palestinian Authority, Black –Army, Red–Police, and White–diplomats.

18. When riding in a **taxi** never sit next to the taxi driver in the front seat unless you are traveling with other people in the cab.

19. **Always wear your seat belt.** This includes bus rides as well as riding in a monit sherut (a large taxi which runs set routes between different cities).

20. Keep away from **suspicious objects** (*chefetz chashud*), or military objects. Do not pick them up or touch them. Leave the area immediately. Report to authorities/bus driver immediately. Also, do not leave your own belongings unattended or they will be treated as a chefetz chashud!

21. When in a crowd, be especially alert.

22. Participants who wish to go **jogging**, should not jog alone.

23. **You must always carry your Mobile phone, and when travelling the Mobile phone must be on and fully charged. In addition you should always carry emergency money and a list of emergency telephone/ Mobile phone numbers.**

24. It is forbidden to **swim** at a beach or pool (natural or man-made) without a lifeguard.

25. In the event of a **security alert/national emergency**, Participants should: Contact one of the madrichim or their rakaz immediately to report their location. Follow the directions of security personnel.

26. All rules are subject to change depending on the security situation.

***All of the above rules are for your safety. Be alert.***

When in a crowd, be especially alert. Use your common sense!!

I, the undersigned, have read the security regulations as outlined above and declare that I will abide by them.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant |  |  |  |
| Signature of Applicant |  | Date |  |

**Parental Consent :**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert parent/guardian’s name*), the parent/legal guardian (*delete as applicable*) of the Shnat Hachshara 2016-2017 applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert applicant’s name*) hereby state that I consent to his/her (*delete as applicable*) participation in the Habonim Dror Shnat Hachshara 2016-2017 programme

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*By parent/guardian*)

**Application Declaration by Applicant:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*insert applicant’s name*) hereby submit my application for Shnat Hachshara 2016-2017. I enclose a deposit of £500, and understand that £150 is a non-returnable administration fee, while the remaining £350 is a returnable deposit.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*By applicant*)

**CONCLUSION**

To reiterate, we sincerely hope that the behaviour and attitudes of participants will be such that we will not need to use these procedures throughout the year. Please complete the declaration on the following page to indicate that you have read, understood and agree to be bound by the terms of this statement:

Agreement to this Statement is a prerequisite to participation on the programme.

**Habonim Dror Shnat 2016/17 – Contract of Participation**

**Parental Declaration:**

I, the undersigned Parent/Guardians of the applicant, understand that the applicant has chosen to participate in the Shnat programme of his/her own volition. I, the Parents/Guardians of the applicant, give our consent to his/her participation and have read, understood and agree to be bound by the Statement of Standards and Responsibility. I understand and agree that no refunds will be made for the departure of the applicant after the first 3 months of the programme. Refunds made for departure from the programme within the first three months will be subject to administrative charges. I confirm that I have read both this booklet (‘application form’) in full, and also the ‘Shnat Brochure’ (a separate booklet).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Parent/Guardian |  |  |  |
| Signature of Parent/Guardian |  | Date |  |

**Applicant Declaration:**

I, the undersigned Applicant, have chosen to participate in the Shnat programme of my own volition. I have read, understood and agree to be bound by the Statement of Standards and Responsibility. I understand, and agree that, no refunds will be made for my departure from the programme after the first 3 months of the programme for any reason. Refunds made for departure from the programme within the first three months will be subject to administrative charges. I confirm that I have read both this booklet (‘application form’) in full, and also the ‘Shnat Brochure’ (a separate booklet).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant |  |  |  |
| Signature of Applicant |  | Date |  |