



Camp Ramah in New England

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Elevate Your Summer!

2019 Staff Employment Dates, Travel Logistics & Reimbursement Policy

November 2018

Shalom, *tzevet* (staff) 2019!

We are delighted to have you on our team for *kayitz* (summer) 2019! Please read this entire document carefully for a complete outline of:

- 1) The start and end dates for our 2019 *tzevet* (staff). **Please read below carefully and also confirm your specific employment dates in your DocuSign contract!**
- 2) Important travel logistics.
- 3) The 2019 travel reimbursement policy and procedure.

We look forward to spending another incredible *kayitz* together at Camp Ramah in New England!

L'hitraot b'Palmer!

Rabbi Ed Gelb

Director

Josh Edelglass

Assistant Director

Emma Neusner

Staff Hiring & Programming Coordinator

1) 2019 Tzevet (staff) Employment Start and End Dates

(Please read below carefully and reference the travel logistics section below in order to obtain approval for your travel BEFORE you book any tickets.)

FULL SUMMER AND FIRST-SESSION-ONLY STAFF – ARRIVAL INFORMATION:

Agam/Sirot (Waterfront/Boating) staff:

- Training will begin on Wednesday, June 12th, so please arrive that morning by 10 AM.

Ropes/Adventure staff:

- This year's training course is tentatively scheduled to begin on Sunday, June 16th, so please plan to arrive that morning by 11 AM. **We will confirm the training dates/timing later in the year.**

Rashei Anaf and Yoetzot:

- Please arrive on **Wednesday, June 19th** – the first day of *shavuah hachanah* (staff week) -- between 11 AM-2 PM.

All other adult staff/staff not living in tzrifim (bunks):

- Please arrive on **Friday, June 21st between 11 AM-3 PM** so that you can join our community and share Shabbat with us. Please note that, other than a welcome/question and answer session that afternoon before Kabbalat Shabbat, formal staff training will not begin until Sunday morning, June 23rd.

All staff-members living in tzrifim (bunks):

- Please arrive on **Wednesday, June 19th** – the first day of *shavuah hachanah* (staff week) -- between 11AM-2 PM.
- Israeli and other international staff may arrive that morning (June 19th) or, with permission from Emma Neusner (emman@campramahne.org) or if that is what is arranged for your group flight, the day before (June 18th).

FIRST-SESSION-ONLY STAFF – DEPARTURE INFORMATION:

- All first-session staff depart on Sunday July 21st:
- Please do not plan to depart camp until after noon that Sunday. All staff have jobs that morning for Visiting Day. This includes people who are flying – i.e.: no staff may take flights out of BDL in Hartford, CT that depart earlier than 2:30 PM. Please contact us with any travel questions. And, per the travel logistics section below, make sure to obtain approval on your travel BEFORE you book any tickets. (Contact emman@campramahne.org for international travel and marggi@campramahne.org for domestic travel.)
- All staff not living in *tzrifim* (bunks) must be out of their room by 2:00 PM on Sunday, so we can begin cleaning and change-over for the arrival of second session staff.

SECOND-SESSION-ONLY STAFF – ARRIVAL INFORMATION:

- Please arrive between **9-11 AM on Monday morning, July 22nd**.
- Staff who would like to arrive the night before (Sunday, July 21st) are welcome to do so. Please note that there will be no programming or formal welcome for staff-members until Monday at 11 AM. If you wish to arrive on Sunday July 21st, you must request permission by May 1st to do so (please contact Marggi at marggi@campramahne.org or 781-702-5290 x106). You must arrive in camp after 6 PM on Sunday, July 21st (so that we have time to clean and change-over the first-session staff rooms) and before 9 PM. (Please note that dinner will be served at approx. 6:30 PM that day.)

FULL SUMMER AND SECOND-SESSION-ONLY STAFF – DEPARTURE INFORMATION:

- All full-summer and second-session staff depart on **Sunday, August 18th**.
- Please do not plan to depart until after 1:00 PM that day. All staff will have jobs that morning. This includes people who are flying – i.e.: no staff may take flights out of BDL in Hartford, CT that depart earlier than 3:30 PM. Please contact us with any travel questions. And, per the 2019 travel logistics section below, make sure to obtain approval on your travel BEFORE you book any tickets. (Contact emman@campramahne.org for international travel and marggi@campramahne.org for domestic travel.)

2) Important Travel Logistics

If you have any questions about your travel plans, please contact us.

Travel Approval: You must obtain approval from the office BEFORE booking any tickets or 1) you will not receive travel reimbursement per below, and 2) we cannot guarantee that we will be able to transport you to/from the air, bus or train station and camp.

If your flight is domestic with no extenuating circumstances, email marggi@campramahne.org for approval.

If your flight is international or domestic with extenuating circumstances (i.e.: request to deviate from the arrival or departure dates outlined above, your tickets are more expensive than the reimbursement maximum listed below, etc.), email emman@campramahne.org for approval before you book anything.

The online Travel and Reimbursement Form is due by May 1st along with any documentation required for reimbursement (see below).

If you need an extension on booking your travel for any reason, please contact emman@campramahne.org. However, all travel information must then be submitted by June 1st at the absolute latest. We will not schedule any additional airport/bus-station/train-station pick-ups or drop-offs after June 1st!

Travel Modes

If you are traveling by bus or train, we can arrange to pick you up at the **Springfield, MA stations**. You must contact marggi@campramahne.org for approval BEFORE you book your tickets.

If you are traveling by plane, we provide transportation to and from camp **only out of Bradley Airport (BDL) in W. Hartford, CT for domestic flights and Logan Airport in Boston for international flights**.

Approximately 2-3 days before your arrival, camp will reach out to you by email with instructions about your travel to camp from the airport or bus/train station. We'll let you know who will pick you up, where to wait for them and we will provide you with their cell phone number. If you have any questions about travel from the station to camp please contact the camp office.

Again, BEFORE you book any tickets, you must contact emman@campramahne.org for approval on any international flights and marggi@campramahne.org for approval on any domestic flights.

Please contact Emma Neusner at emman@campramahne.org or Marggi Shechanah at marggi@campramahne.org with any travel questions.

3) Travel Reimbursement

Our staff travel reimbursement policies for *kayitz* 2019 are as follows:

If a staff member is dismissed or resigns, CRNE will not reimburse them for travel to/from camp.

If you live within 150 miles of camp, and are driving to camp, there will be no travel reimbursement.

If you live further than 150 miles of camp, and are driving to camp, we will reimburse you at a rate of 34 cents/mile for the total round-trip mileage of your trip, minus 150 miles each way, up to a maximum reimbursement amount of \$150.

If you are flying to camp, you MUST obtain approval for your flight selection(s) BEFORE booking your flight (see travel logistics above). Any flight that is not approved will NOT be reimbursed.

All approved flights to camp will be reimbursed up to a limit of \$275 total (round trip). You must complete the travel reimbursement section of the "Travel and Reimbursement Form" in order to be reimbursed. Anyone living outside of our region who feels they need additional travel reimbursement because their flights will total more than \$275 total may contact Emma Neusner to make this request.

Travel reimbursement is paid at the end of the camp summer.

To Receive Reimbursement for Travel as Outlined Above, You Must:

- 1) **Submit the online Travel and Reimbursement Form** in your CampMinder account by May 1st (June 1st for international staff), **AND**
- 2) **Submit the proper travel receipts/documentation** as described in the online Travel form to the office by May 1st (June 1st for international staff). These include:
 - a) The receipt for your approved air, bus or train travel **that shows the amount of your ticket.**
 - b) Verification of the mileage of your route if driving. We suggest sending us a printout from google maps or MapQuest.