

“How to Guide”

The Committee duties are divided into various areas and assigned to various individuals, teams and subcommittees as follows:

- 1. Committee Chair**
- 2. Oneg Subcommittee**
- 3. Annual 2nd Night Seder**
- 4. Break the Fast**

Committee Chair

The Committee Chair schedules committee meetings. Usually the first meeting is scheduled early January each year to identify an Oneg Subcommittee Chair and Event Coordinators for the Annual 2nd Night Seder and Break the Fast. An Agenda is prepared and given to the members at the meeting.

A committee member must be identified who is willing to take minutes of the meeting and email them to the full committee, including the board liaison, requesting their comments, additions or corrections. Once finalized, a copy of the minutes is to be sent to the Vice President.

The Committee Chair assists both Event Coordinators with room reservations (Exhibit B**) and establishing event budgets. The budget must break out the price difference for adults and children. The Chair also assists the Oneg Chair in maintaining Oneg supplies.**

The Committee Chair is responsible for tracking all income and expenses by event and maintaining records for review by the Treasurer. It is the Chairs responsibility to ensure the Committee is operating in a fiscally responsible manner.

The Committee Chair communicates with the Board Liaison prior to each monthly Board Meeting in order to determine what, if anything needs to be brought up or reported to the Board at their meeting.

The Committee Chair will prepare any articles or announcements for the monthly CHS Newsletter and will have final review of the announcements to be issued for Oneg Hosts, Annual 2nd Night Seder and Break the Fast.

Oneg Subcommittee Chair

Currently the Oneg Chair serves as the Oneg coordinator. However, the Chair should select additional members of the committee to serve as coordinators to assist with Oneg duties.

The Oneg Chair makes the Committee Chair aware of the need for special requests for Oneg Hosts for particular unclaimed dates. The Chair is notified electronically when any member signs up to host an Oneg on our website and so are the webmasters. However, should a member call the Chair to sign up to host an Oneg, then the Chair must email that information to the webmaster@hssctx.org so the web forms can be updated.

The Oneg Chair inventories Oneg supplies and replenishes them as needed. Retains receipts and completes a “Check Request Form” **Exhibit A (printed from the Members Only web page) and submits to the Committee Chair or Board Liaison for approval if over \$75.00. The Oneg Chair must advise Committee Chair of all expenses for Oneg supplies.**

The Oneg Chair or coordinator will arrive at Shabbat Services by 7:00 PM to meet with the Oneg Hosts for that evening in order to open all the cabinets and assist with locating any supplies needed.

The Oneg Chair will review the “Hosting an Oneg” instructions for members to use, available on our website, and send any updates to

CHS Religious Events Committee Procedures Guide

the webmaster@hssctx.org so the web forms can be updated. The **Oneg Chair should notify Oneg hosts to make them aware that services on the date they signed up to host are being held at a location other than the Georgetown/Florence Rooms or if the services fall on a holiday or special event they should know about.**

Hosting An Oneg

StartLogic Form Processor [FormProcessor@startlogic.com]

Sent: Tue 12/13/2011 7:03 AM

To: eapplebaum@suddenlink.net

Bette and Tom Werlin and will host the oneg on May 11

To celebrate:

Contact me at: bwlerlin@suddenlink.net

Email Received when someone signs up to host an Oneg on the web.

Sent from: 74.194.219.197



Sign Up To Host An Oneg

Please select an available date from below and click on [CHS Master Calendar](#) to identify additional information on services, including where they will be held, prior to completing the form. *This is a great way to celebrate an anniversary, birthday or to honor a dear one's memory.*

Contains link to the CHS MASTER Calender so you can get additional information on the service and where it will be held,

Your Full Name

Full Name of 2nd Host

Special Celebration:

Date You Will Host

Your Email Address

2012			
Date	Host	Date	Host
January 13	Lampenstein & Freidin	July 13	Blumenthal, Benetar, Kraft & Yendell
January 27	Hadassah	July 27	
February 10	Larsons & Kesslers	August 10	
February 24	Perry, Metcalf & Querido	August 24	
March 9	Marshall & Russell	September 14	McNutt &
March 23	Anes & Schaffer	September 28	
April 13	Meyers, Gelfman & Limbaugh	October 12	Lish &
April 27	Bidner & Brookner	October 26	
May 11	Werlin &	November 9	Applebaum & Pearlman
May 25	Friedman & Harris	November 23	
June 8		December 14	Chanukah Dinner
June 22	Hausman & Epstein	December 28	



Hosting an Oneg Instructions from the web:

HOSTING AN ONEG

Hosts should arrive by 7:00 PM to meet with the Oneg Coordinator. They have the keys to the cabinets you will need to access in the Cowan Creek kitchen and Georgetown Room.

The following supplies are located in the kitchen cabinets behind the Georgetown room and are available for Oneg use:

Decaf coffee, sweeteners, creamer, coffee pot, hot & cold cups, wine for Kiddush cup, napkins, plates, flatware, cake server & tablecloths.

Ice (machine is in the kitchen).

This kitchen has a large refrigerator. **You may bring your Oneg treats earlier in the day. Make certain that items placed in the refrigerator are clearly marked.**

Candlesticks, candles, Kiddush cup, matches, challah tray, cover, knife and white plastic tablecloth are in **the cabinet, under the granite countertop in the Georgetown Room.**

ONEG HOSTS SHOULD PROVIDE:

Oneg Hosts should bring their baked goods, desserts, etc. on their OWN PLATTERS.

Challah-please purchase a challah for the Oneg. They are available at HEB, Spouts, Randalls in Far West & some bakeries.

Cold drinks such as soda, juice, lemonade, iced tea, etc. Snacks, such as sliced cake, cookies, fruit, vegetable tray, nuts, etc. Please provide at least one **sugar free item (marked).**

SET UP:

Cover card table next to Ark with the white cloth. Place ritual items from the cabinet, under the granite countertop, on the table. Fill Kiddush cup half-way with wine, cover the challah.

NOTE: As soon as services end, blow out candles, collect all the ritual items to be cleaned and returned to the cabinet. Take the challah to be sliced and placed on the Oneg table.

Make coffee for about 36 people (instructions are posted inside cabinet door); scoop is in the coffee can.

Cover the two tables at the rear of room with blue plastic disposable cloths.

Table closest to windows is best for all food items. Beverages should be set up on the other table, against the back wall where electrical outlets are available.

CLEAN UP:

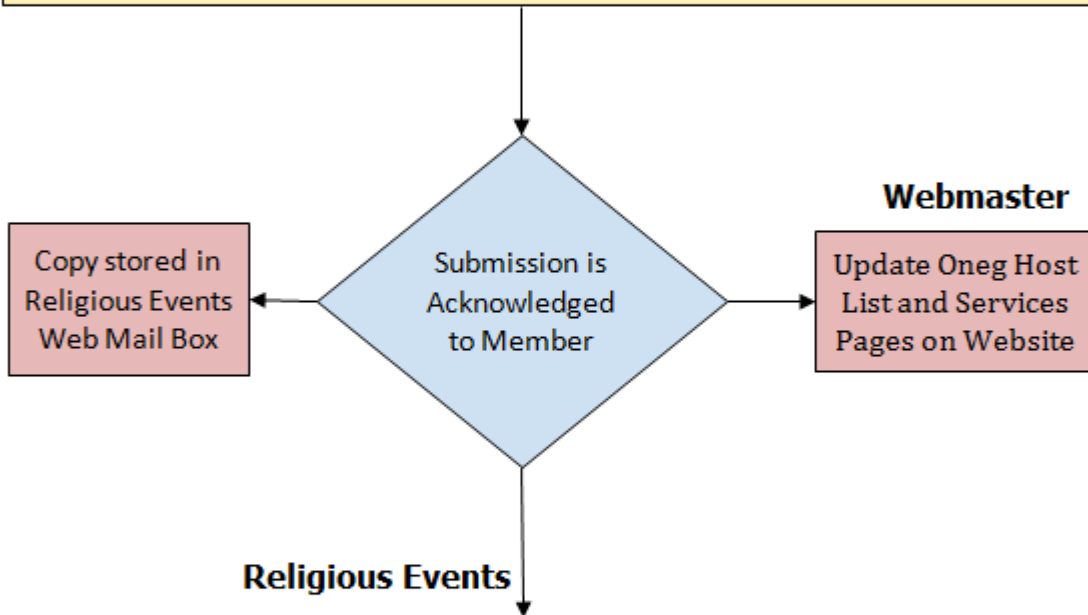
- **Wipe and fold white plastic tablecloth, wash Kiddush cup, challah knife and tray, and replace all of these **the cabinet, under the granite countertop in the Georgetown Room.** All Havurah-provided supplies should be returned to the supply cabinet in the kitchen.**
- **Empty coffee pot, clean and return it to the supply cabinet in the kitchen.**
- **Be sure all trash is collected and placed in outside dumpster (in parking lot behind the kitchen).**
- **Wipe down all kitchen surfaces.**

NOTE: Please keep in mind we need to be out of room by 9:00 PM and plan accordingly!

A Note Pad is in our cabinet; **please note any item that we need.**

Online Host An Oneg Form Flowchart

The CHS Host an Oneg Form is used by our members to sign up electronically to host an Oneg on a particular Shabbat Service date. Once the member clicks on "submit", the form is emailed to Religious Events Committee at religious@chstx.org so they can take any necessary action. A copy is also sent directly to the Oneg Chair so they may take all necessary actions. A copy is also sent to webmaster@hssctx.org to allow them to update the website.



Copies are sent to the Oneg Chair, Committee Chair and Board Liaison. The Oneg Chair receives a copy separately in order to prepare the Oneg list, coordinate co-hosts and follow up for special celebrations.

The Committee Chair, Board Liaison, or Oneg Chair is responsible for making sure that the Communication Committee is provided current information for timely release of Shabbat Announcements and webpage updates.



Annual 2nd Night Seder

NOTE: When using Sun City facilities, dates for all CHS events can be requested the August prior to the following year. Therefore, the Event Coordinator will “inherit” a room having already been arranged for the current year’s event. However, they will need to work on locating a room for the next year’s event. “Room Reservation Form” **Exhibit B**

If not already arranged by the **prior** Event Coordinator, the current Event Coordinator will need to identify a caterer ASAP! If we are using a Sun City facility we must use an approved Sun City Caterer. This will usually involve the need to educate the caterer in our usual Seder menu. Negotiating price in an attempt to keep our overall costs low is very important since many items will still have to be purchased and prepared separately. Provide caterer with tax-exempt form.

The Event Coordinator will establish several teams of committee members to handle the following items:

1. Shopping Team – Purchase wine, matzo, gefilte fish and disposable plastic tablecloths. Keep all receipts for reimbursement using “Check Request Form” **Exhibit A** (printed from the Members Only web page) and submits to the Committee Chair or Board Liaison for approval if over \$75.00. Provide tax-exempt form to shoppers. The Committee Chair must be accountable for all income and expenses related to this event.
2. Cooking and Set Up Team – Boil eggs, make charoset and set up tables. The Event Coordinator can ask that a request for volunteers from outside the committee be published in the weekly announcement, to assist in boiling eggs and making charoset. The table set up is key in getting the filled Seder plates (matzo, gefilte fish, boiled egg, horseradish, salt water and charoset) placed on each table prior to members being seated.
3. Clean Up Team – This team will need to clean all the tables and the general area. All trash is collected and, if required, then

CHS Religious Events Committee Procedures Guide

placed in outside dumpster. All kitchen surfaces are wiped down.

NOTE: CHS will pay for the room rentals, wine, matzo and tablecloths.

The Event Coordinator will complete the “CHS Event Announcement Form” (located on our Members Only page under Member Information) **75 days** prior to the event so the Communications Committee can include the event in announcements and newsletters to promote member sign up. Be sure to include that **there will be no refunds** after the cutoff date.



The screenshot shows a web form titled "CHS Event Announcement Form" on a yellow background. The form includes the following fields:

- Event Title
- Event Date
- Start Time
- Cost
- Food
- Location
- Contact Person
- RSVP Deadline
- Event Description
- Additional Information
- Your Email Address

A "Submit Form" button is located at the bottom right of the form. A "jetScreenshot" watermark is visible in the bottom right corner of the screenshot.

The Announcement will contain a “Sign Up” link for our members to use to register for the Annual 2nd Night Seder. The form will also be

CHS Religious Events Committee Procedures Guide

available on our **Members Only** webpage. The form allows the member to register up to ten attendees and allows for them to request table assignments. If an event announcement needs to be updated the information should be emailed to announcements@chstx.org .



The screenshot shows a web form titled "Religious Events Sign Up Form" on a yellow background. The form contains the following fields and options:

- Full Name**: A text input field.
- Events**: A dropdown menu with "Annual 2nd Night Passover Seder" selected.
- Number of Adults Attending**: A dropdown menu with "One" selected.
- Number of Children Attending (Age 4 - 12)**: A dropdown menu with "none" selected.
- Number of Children Attending (Under 4)**: A dropdown menu with "none" selected.
- Tables will seat up to 10 people. Please Seat Us With:**: A large text area for notes.
- Adults \$25.00 - Children (4-12) \$15.00 - Under 4 \$5.00**: Pricing information.
- I have**: Radio buttons for "sent a check" and "not sent a check".
- Your Email Address**: A text input field.
- Your Telephone Number**: A text input field.
- Submit Form**: A button at the bottom left.
- jetScreenshot.com**: A watermark logo at the bottom right.

When a member submits this form, an email notification will be sent to the Event Coordinator, Committee Chair, Board Liaison and the Treasurer. The Event Coordinator should maintain a list of who is attending along with their table seating requirements. The member will receive a registration acknowledgement advising the member to send his check, payable to CHS, to the Treasurer at CHS, 1530 Sun City Blvd, Ste. 120 PMB 406, Georgetown, TX 78633 or deliver to a drop box if applicable. The Treasurer knows to be expecting the check from the member since he received a copy of their Registration for the event.

Religious Event Reservation Acknowledgment

The Religious Events Committee thanks you for your interest in our event. We have received your reservation and you should proceed to mail your check, payable to CHS, to the following address:

CHS
1530 Sun City Blvd
Ste. 120 PMB 406
Georgetown, TX 78633

or delivered to the drop off box if applicable.

Remember, if your check is not received by the cutoff date, your reservation will be cancelled.

Thank you,
CHS Religious Events Committee

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Once the Treasurer receives the members check he will notify the Event Coordinator, Committee Chair and Board Liaison that the monies have been received.

If in Sun City the Committee Chair and/or Event Coordinator will make sure that the CA is notified of how the room should be setup and what equipment will be needed.

The Committee Chair and/or Event Coordinator will verify that a tax-exempt form has been provided to the caterer and all committee shoppers. The Committee Chair will request gratuity from Treasurer (cash in \$20.00 bills).

The Event Coordinator must verify where all supplies including Seder Plates and Haggadahs are located. The Event Coordinator will prepare an **alpha check-in list for the event.**

The Committee Chair and Board Liaison receive copies for backup.

NOTE: If we are using a church, serving wine may be an issue.

Break the Fast

NOTE: When using Sun City facilities, dates for all CHS events are requested the August prior to the following year. Therefore, the Event Coordinator will inherit a room having already been arranged for the current year's event. However, they will need to work on locating a room for the next year's event. "Room Reservation Form" **Exhibit B**

If not already arranged by the **prior** Event Coordinator, the current Event Coordinator will need to identify a caterer ASAP! If we are using a Sun City facility we must use an approved Sun City Caterer. This will usually involve the need to suggest a menu to the caterer and cover items like having bagels, cream cheese, tomatoes and onions on the dining tables to prevent the buffet line from backing up with guest trying to spread cream cheese. Negotiating price in an attempt to keep our overall costs low is very important. Provide caterer with tax-exempt form.

The Event Coordinator will establish several teams of committee members to handle the following items:

1. **Shopping Team** – Purchase one challah and disposable plastic tablecloths. Keep all receipts and request reimbursement by using "Check Request Form" **Exhibit A** (printed from the Members Only web page) and submit to the Committee Chair or Board Liaison for approval if over \$75.00. Provide tax-exempt form to shoppers.
2. **Clean Up Team** – This team will need to clean all the tables and the general area. All trash is collected and, if required, then placed in outside dumpster. All kitchen surfaces are wiped down.

NOTE: CHS pays for the room rentals, tablecloths (plastic is best), and one challah for the "Motzi".

The Event Coordinator will complete the “CHS Event Announcement Form” located on our Members Only page under Member Information 75 days prior to the event so the Communications Committee can include the event in announcements and newsletters to get members signing up. Be sure to include that **there will be no refunds after the cutoff date.**



CHS Event Announcement Form

Once a Committee Chair or Event Coordinator has reserved the date and location for an event they should submit an Event Announcement Form as soon as possible to give the Communication Committee sufficient time to include the announcement in their Weekly Announcements and Monthly Newsletters. If Changes are needed to an Event Announcement the changes should be emailed to announcements@chstx.org.

Event Title	Event Date
<input type="text"/>	<input type="text"/>
Start Time	Cost
<input type="text"/>	<input type="text"/>
Food	Location
<input type="text"/>	<input type="text"/>
Contact Person	RSVP Deadline
<input type="text"/>	<input type="text"/>
Event Description	Additional Information
<input type="text"/>	<input type="text"/>
Your Email Address	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submit Form



The Announcement will contain a “Sign Up” link for our members to use to register for Yom Kippur Break the Fast. The form will also be available on our Members Only webpage. The form allows the member to register up to ten attendees and allows for them to request table

assignments. If an event announcement needs to be updated the information should be emailed to announcements@chstx.org .

Religious Events Sign Up Form

Full Name
[Text Input Field]

Events
[Dropdown Menu: Annual 2nd Night Passover Seder]

Number of Adults Attending
[Dropdown Menu: One]

Number of Children Attending (Age 4 - 12)
[Dropdown Menu: none]

Number of Children Attending (Under 4)
[Dropdown Menu: none]

Tables will seat up to 10 people. Please Seat Us With:
[Text Area]

Adults \$25.00 - Children (4-12) \$15.00 - Under 4 \$5.00

I have
 sent a check not sent a check

Your Email Address
[Text Input Field]

Your Telephone Number
[Text Input Field]

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When a member submits this form, an email notification will be sent to the Event Coordinator, Committee Chair, Board Liaison and the Treasurer. The Event Coordinator should maintain a list of who is attending along with their table seating requirements. The member will receive a registration acknowledgement advising the member to send his check, payable to CHS, to the Treasurer at CHS, 1530 Sun City Blvd, Ste. 120 PMB 406, Georgetown, TX 78633 or deliver to a drop box if applicable. The Treasurer knows to be expecting the check from the member since he received a copy of their Registration for the event.

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Thank you,
CHS Religious Events Committee

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If held in Sun City, the Committee Chair and/or Event Coordinator will make sure that the CA is notified of how the room should be setup and what equipment will be needed.

The Committee Chair and/or Event Coordinator will verify that a tax-exempt form has been provided to the caterer and all committee shoppers. The Committee Chair will request gratuity from Treasurer (cash in \$20.00 bills).

The Event Coordinator must verify where all supplies are located. The Event Coordinator will prepare an **alpha check-in list for the event.**

The Committee Chair and Board Liaison are receiving all this data to be able to maintain a backup system for the event.

CHS Religious Events Committee Procedures Guide

Exhibit A **Check Request**

Date of Request: _____ Date Required: _____ Amount \$ _____

Make Check Payable To: _____

Requestor Name: _____

Reason for Request: _____

Budget to be Charged: _____

One Time or Recurring Charge (explain): _____

Explanation if Unbudgeted Item: _____

Identify event, activity, committee, etc. incurring this expense:

Receipts must accompany all requests for reimbursements.

Explanation if receipts are not available: _____

CHS is exempt from paying sales tax. Completed Sales Tax Exemption Forms can be obtained in advance from the Treasurer.

APPROVAL

Amounts of \$75 or greater must be approved by the responsible Board member or committee chairperson other than the requestor.

Print Name _____

Signature _____ Date _____

Forward completed check requests with receipts to:

TREASURER

Congregation Havurah Shalom (CHS)

1530 Sun City Blvd., PMB 406

Georgetown, TX 78633

Exhibit B

Room Reservation Form

CHS Date and Room Reservation Form

Contains link to Sun City Room Calendar. → Prior to submitting this form, the Event Coordinator should have verified on the [CHS Web Master Calendar](#) and the [Sun City Room Calendar](#), that the desired **date and room** are available and meets their event requirements.

IMPORTANT NOTE: When checking for an open date on the CHS calendar, please be sure there are no other CHS events taking place within the same week, other than Shabbat services.

Today's Date:

For Sun City Room and Cost Information Please Click Here → Contains link to Room Capacity, CHS Costs and Equipment.

Event Information

Date of Event	Type of Event	Estimated Number of People Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Time Including Set-up	End Time Including Clean up	Sun City Room Requested
<input type="text"/>	<input type="text"/>	NONE

Room Set-up Requirements

Table Requirements		
Check-in Table	Number of Small Conference Tables	Number of Buffet Tables
NO	0	0
Number of Card Tables	Number of Large Round Tables	Room Setup
0	0	<input type="text"/>
Chair Requirements	Need Caterer	
None	NO	

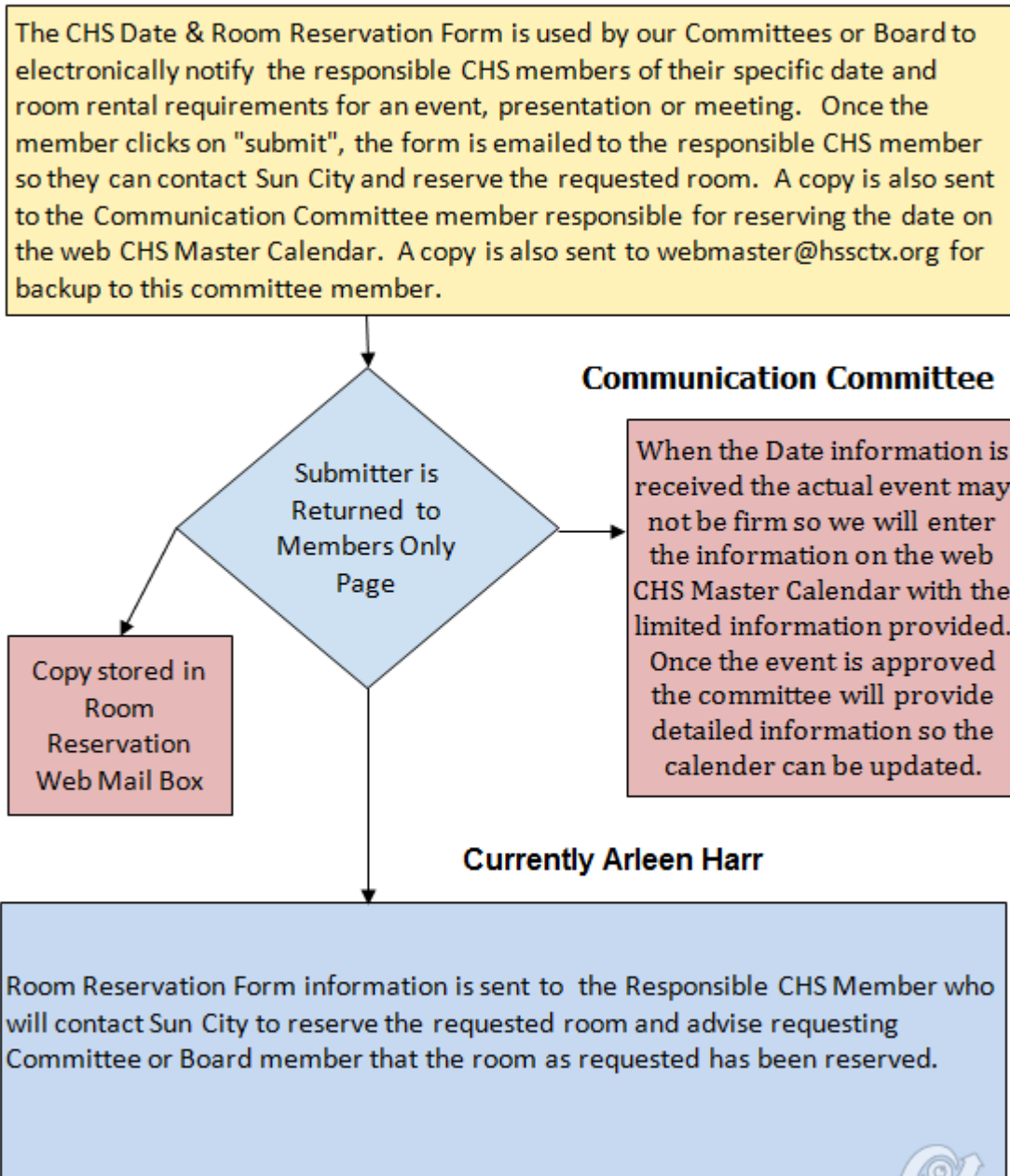
A/V Equipment Needs

Podium	NO	YES	Microphone	NO	YES
Internet	NO	YES	Screen	NO	YES
Projector	NO	YES	TV	NO	YES
DVD and CD Player	NO	YES	Whiteboard	NO	YES

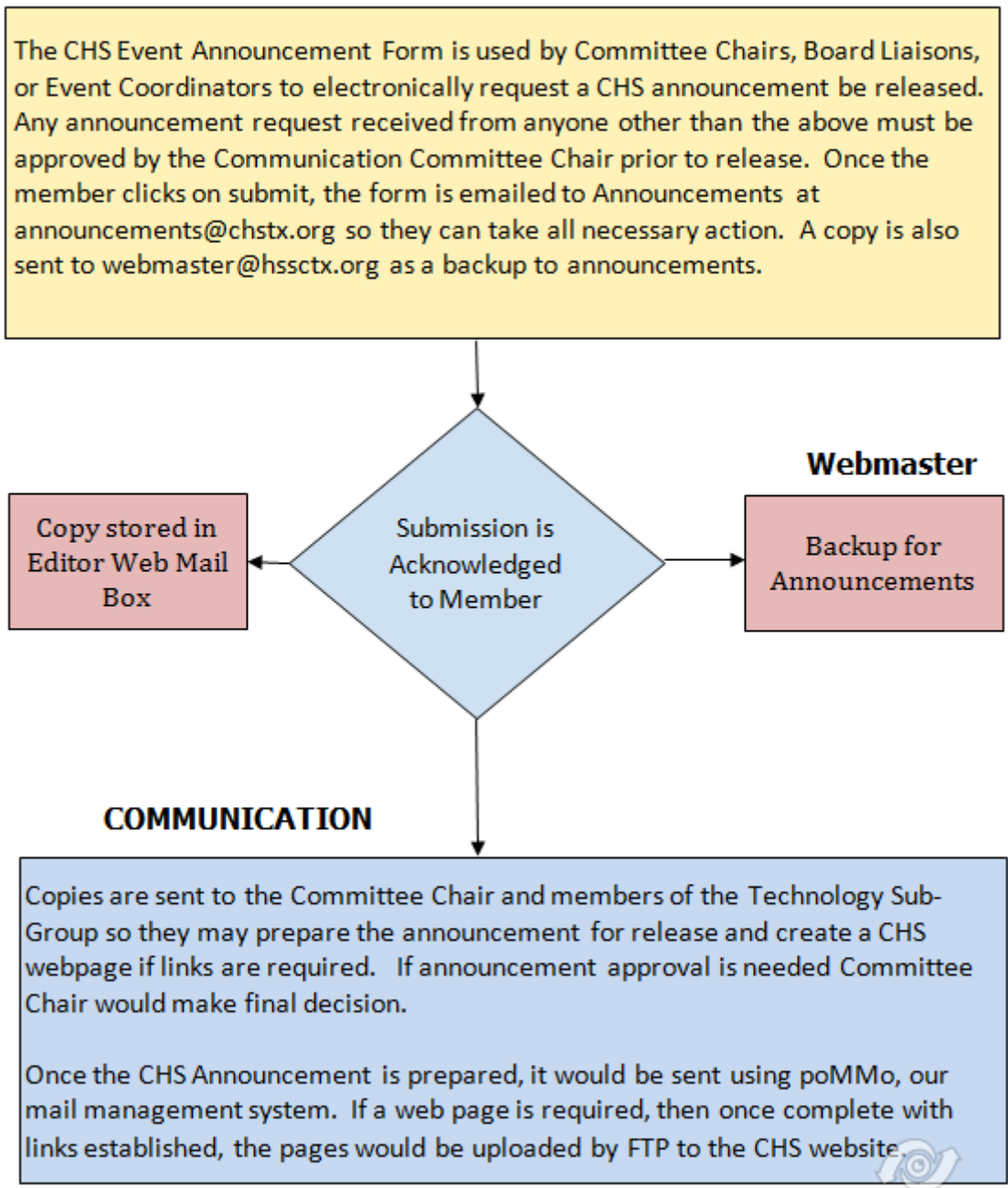
Event Coordinator Information

Full Name:	Telephone Number:
<input type="text"/>	<input type="text"/>
Email:	Verified With SC Requested Room Available
<input type="text"/>	Yes

Online Date & Room Reservation Flowchart

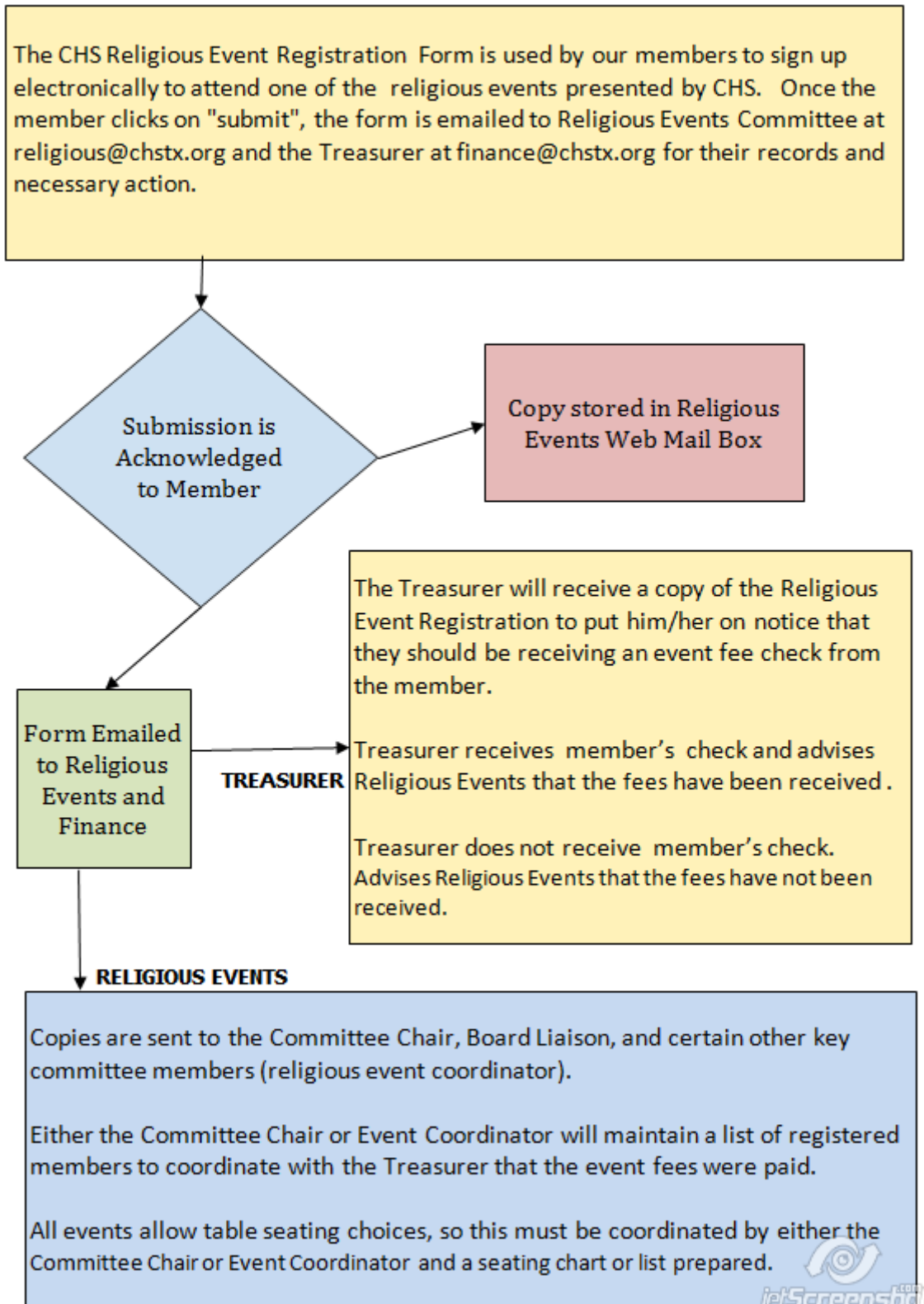


Online Event Announcement Form Flowchart



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Online Religious Event Registration Flowchart



Online Religious Event Fees Received Form Flowchart

