

דרכון לישראל  
PASSPORT TO ISRAEL



Pittsburgh's Passport to Israel program is funded by the Sholom Comay Family Endowment Fund, a supporting program of the Jewish Federation Foundation's Fund for a Jewish Future.



Jewish Federation  
OF GREATER PITTSBURGH



RULES OF PARTICIPATION

## **Rules of Participation**

### **1. PROGRAM DESCRIPTION:**

Pittsburgh's Passport to Israel program is funded by the Sholom Comay Family Endowment Fund, a supporting program of the Jewish Federation Foundation's Fund for a Jewish Future.

The Passport to Israel program ("Passport") helps families provide their children with a meaningful and educational Israel experience with their peers. It is a cooperative savings plan in which families, synagogues and the Sholom Comay Family Endowment Fund contribute funds over time towards the cost of an educational program in Israel for participating students.

### **2. ADMINISTRATION:**

The Agency for Jewish Learning (AJL) administers Passport on behalf of the Jewish Federation Foundation.

### **3. ELIGIBILITY:**

Students enrolled in 1st through 9th grades in the Greater Pittsburgh area are eligible to enroll in the program. In addition, one parent must be Jewish.

### **4. LENGTH OF PARTICIPATION:**

Students may participate in Passport to Israel for a maximum of eight years. Students maintain active status by making an annual family contribution (see section 6). Participants must be in the program for a minimum of four years in order to qualify for the matching funds. The years do not need to be consecutive. Accounts will be monitored by the Passport Administrator annually to ensure that family contributions are made.

### **5. ENROLLMENT:**

Families may obtain Passport to Israel materials from the AJL by calling 412-521-1101. The completed enrollment form and a check payable to PNC Bank must be returned to the Passport Administrator at the AJL for processing. Enrollment closes on May 31st of

each year. Once the form is processed, an account savings book and certificate will be sent to the student's family.

#### **6. AMOUNT OF CONTRIBUTION:**

A minimum of \$200 must be contributed to the student's account each year to qualify for matching funds. In some cases, synagogues will make some of this contribution on behalf of their congregants.

The Sholom Comay Family Endowment Fund of the Federation Foundation will contribute \$100 per year in matching funds every year the family contributes, for a maximum of eight years.

Each year, the families must make their contribution directly to PNC Bank.

Yearly statements are sent to the family from PNC Bank. The amount shown does not reflect synagogue or Federation Foundation contributions.

#### **7. FISCAL YEAR:**

Passport operates on a fiscal year from June 1st through May 31st. Funds must be deposited during the fiscal year in order to receive matching funds for that year.

#### **8. INTEREST:**

Each account earns interest according to the prevailing bank rates. The amount of Passport funds that will be available for an approved Israel program includes the interest earned.

#### **9. USING PASSPORT SAVINGS FOR ISRAEL TRAVEL:**

Passport funds may be applied towards an Israel program at any time after a student has reached the 9th grade, but no later than the end of college. The 8th grade class of the local Community Day School is the only exception to this requirement. These students may use their funds if they have participated in Passport for a minimum of four years.

The amount of Passport funds available depends on the length of participation. Families should

contact the Passport Administrator at least one month prior to the date on which payment is due to the approved Israel program.

At that time, the student must complete a “withdrawal of funds” form from the Passport Administrator at the AJL. Once the form is complete, the Administrator will verify the amount available and request the funds from the Federation Foundation. A letter will be sent to the family notifying them of the matching funds available. Once the Federation Foundation processes the check request, Passport funds will be made payable and sent directly to the Israel program. Federation Foundation checks are NEVER made payable to the family.

#### **10. APPROVED ISRAEL PROGRAMS:**

Passport funds can be used towards any trip that provides a significant and meaningful Jewish educational experience.

Approved Israel programs must be:

1) educational in nature, 2) organized by an educational institution or religious institution, 3) staffed by qualified personnel,

and 4) a minimum of three weeks, with the exception of approved trips from a day school. Birthright and family trips are not applicable.

Many different types of programs meet the criteria. The Passport Administrator is available to assist families in choosing a program.

Funds must be used prior to college graduation.

#### **11. RELOCATING:**

A participant who relocates to another city is only eligible to receive the funds from Passport for the years s/he resided in the Pittsburgh area. The family can close out the account when they leave or have it remain open but inactive.

#### **12. WITHDRAWAL:**

A student may withdraw from the Passport to Israel program at any time but must provide notice to the Passport office. Removal of the funds from the family account other than for use towards an approved program will constitute withdrawal from the program.

Upon withdrawal, the student forfeits all rights to the matching funds from the Federation Foundation. All family contributions will be retained by the family with applicable interest.

**13. LIABILITY:**

Neither the Federation Foundation nor any participating synagogue or agency associated with the program, nor any employee of the forgoing, shall be liable for any action taken with respect to Passport to Israel.

**14. ADDITIONAL INFORMATION:**

Families should contact their synagogue for information regarding the synagogue's participation. Families should contact the Passport Administrator for any other information.

Passport Administrator  
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