



Program in Jewish Studies

UNIVERSITY OF COLORADO **BOULDER**

Jewish Studies Adopt-A-Student Program

About

The Jewish Studies Adopt-A-Student Program at the University of Colorado Boulder connects Jewish Studies Majors and Minors with members of the Boulder community, who have an interest in aiding students as they pursue their studies and build professional and personal connections. By supporting students financially as well as building relationships between community members and students, the program enables CU Boulder Jewish Studies students to engage with the local donors who value their studies and support their academic and creative endeavors.

The Program in Jewish Studies will match donors with exceptional Jewish Studies students.

How It Works

Donors wishing to participate in the Adopt-A-Student Program are asked to make a \$2,400.00 donation to support a student over the course of two years. The donation will be deposited in the Program in Jewish Studies Operations Fund (0154398) to be fully allocated to the student's tuition. \$600.00 will be allocated directly to the student's tuition each semester for two years, administered by the Program in Jewish Studies staff.

The Director of the Program in Jewish Studies (hereafter "the Director"), in consultation with the Jewish Studies Faculty Executive Committee, will match students to donors.

The Director or an appointed faculty or staff representative will make the initial introduction between the donor(s) and student in person, such as during an introductory lunch or brief meeting.

If a student who is matched with a donor takes a leave of absence from campus for any reason, the donor will be offered the option to suspend payments for that period and resume them when the student returns or be matched with another student and redirect the remaining scholarship.

The student and donor(s) are expected to **meet at a minimum twice a semester** for lunch or a public event (such as a student's capstone showcase, etc.), during the scholarship period. Students and donors are not required to

meet during university breaks or holidays, although they may choose to do so. All in-person meetings must be in public venues; if necessitated or recommended by public health conditions, CU policy, or other factors, meetings may also take place via Zoom or some other video-conferencing platform. Donor(s) and student will inform Jewish Studies in advance of all meetings, whether in- person or otherwise (see section: *Communication Expectations*).

Required Code of Conduct

Students and donors participating in the Adopt-A-Student program are expected to adhere to the highest ethical standards of the university.

Students are obligated to uphold [CU's Student Code of Conduct](#) and adhere to all relevant policies outlined by the [Office of Institutional Equity and Compliance](#).

Although not university employees, donors interacting with CU students through the Jewish Studies Adopt-a-Student Program are expected to follow [the CU Employee Code of conduct](#).

The Program in Jewish Studies reserves the right to terminate an Adopt-A-Student relationship if it appears that either student or donor violates these principles and/or if a relationship becomes dangerous for student or donor.

Communication Expectations

Donor Communication Expectations:

Donors are expected to initiate and schedule meetings with the student through email, cc'ing the Program in Jewish Studies on correspondences to ensure fulfillment of the scholarship guidelines. Donors will also pay for any meals they have with the student.

Donors must note that students may not be available to meet or communicate during university holidays, breaks, or exam periods. The Program in Jewish Studies staff will inform donors of these periods.

Donors must notify the Director in writing and in a timely manner if they are experiencing difficulty with a student relationship or wish to withdraw from the Program (see section: *Withdrawal from the Adopt-A-Student Program*).

Student Communication Expectations:

The Jewish Studies Adopt-A-Student program builds professional and intellectual connections between donors and students. As such, the Program in Jewish Studies sets expectations and communication requirements for all students participating in the program in order to:

1. help students establish and maintain a professional relationship between the student and the donor(s), and
2. teach students the communication skills and expectations vital to navigating the professional working world.

It is mandatory that students participating in the Adopt-A-Student program meet these communication requirements. **Failure to do so may result in the termination of the scholarship.**

1. Students are expected to communicate with the donor(s) and the Jewish Studies office, including responding to any inquiries or requests, in a timely fashion. This means responding within 72 business hours after receiving a request (weekends excluded), unless the Program in Jewish Studies office gives an earlier or later deadline.
2. Students must notify the donor(s) and the Jewish Studies office if they will be unreachable for a period longer than 72 hours (flying to another country, visiting with family, etc.). Students must provide the dates during which they will be unavailable.
3. Students are required to meet set deadlines and inform the Jewish Studies office and donor ASAP if they won't be able to meet a deadline.
4. Students are expected to maintain communications with the donor(s) and the Jewish Studies office throughout the duration of the Adopt-A-Student program and copy the Jewish Studies office on all correspondences with the donor.
5. Students must provide an alternative means of communication, such as a cell phone number or non-CU email, for communication during breaks or absences in the event that a donor or the Jewish Studies office needs to contact them.
6. If emergencies arise that prohibit a student from responding in a timely fashion, the student is required to inform the donor(s) and Program in Jewish Studies as soon as possible.
7. Student must notify the Director in writing and in a timely manner if they are experiencing difficulty with a donor relationship or wish to withdraw from the Program (see section: *Withdrawal from the Adopt-A-Student Program*).
8. Student emails to donor(s) and Jewish Studies faculty and staff are expected to be professionally formatted, grammatically correct, proofread, and clear. They should begin with a formal salutation ("Dear") and the donor(s) preferred title and last name and end in "Sincerely" or "Thank you" followed by the student's name. Here is an example:

Dear Ms. O'Brien,

[BODY OF EMAIL]

Sincerely,
Linda

When responding to emails with other parties cc'd, the student is requested to hit Reply All.

Conflicts and Withdrawal from the Adopt-A-Student Program

If either the student or donor is experiencing problems with the other party, they are required to communicate the issue in a timely manner and in writing with the Director of Jewish Studies.

The Director will act as mediator to see if an issue can be resolved. If an issue cannot be resolved and a party wishes to withdraw from the Program, the Director will inform the other party of the termination of the program.

Either the student or the donor(s) has the right to withdraw from the program at any time and must do so in writing to the Director with explanations for the withdrawal.

Upon confirmation of withdrawal, installments that have not been paid towards the student's tuition will cease. Remaining funds will be returned to the donor at the donor's written request, although any installments that have previously been paid towards a student's tuition will not be returned. Alternatively, donors may choose to donate remaining funds to another Program in Jewish Studies initiative or use the money to support another student. If a donor chooses to reallocate funds to support another student, they will be asked to give the difference to bring the new student's scholarship up to \$2,400.00. The donor(s) must inform the Program in Jewish Studies how they wish to proceed in a timely fashion.

Jewish Studies Adopt-A-Student Program Administration

The Jewish Studies Adopt-A-Student Program is administered by the Program in Jewish Studies' Director and Program Manager.

The Director is responsible for initiating the donor/student relationship, mediating any conflicts that occur, and corresponding with students and donors as needed.

The Program Manager is responsible for the administration of scholarship funds

to the student's tuition, alerting donors and students of university holidays, breaks, and other deadlines, and corresponding with students and donors.

Please copy the Director and Program Manager on all student/donor correspondences.

Contact:

Professor Thomas Pegelow Kaplan
Interim Director of the Program in Jewish Studies
Thomas.Pegelow-Kaplan@colorado.edu

Felicia Naranjo Martinez
Program Manager of the Program in Jewish Studies
Felicia.Martinez@colorado.edu

Making a Gift to the Jewish Studies Adopt-A-Student Program

Donors interested in participating in the Jewish Studies Adopt-A-Student Program should email the Director, cc'ing the Program Manager, expressing their interest. This email should be sent prior to sending a donation. **Please send in the \$2,400.00 donation only after receiving confirmation of a placement from the Director.**

Checks should be mailed directly to the Program in Jewish Studies Program Manager, who will send the check to CU's Foundation team to deposit. Please make the check out to "University of Colorado Foundation." In the memo line, please say "Jewish Studies Adopt-A-Student" and fund number 0154398. Please mail the check to:

Program in Jewish Studies
Attn: Felicia Martinez
122 UCB
Boulder, CO 80309

Donors may include a letter of intent for the donation if so desired (not required) and request a tax receipt to be sent to them by the Foundation.