

English Overseas Communication and Accountability Guidelines

Volunteers receive this version of the guidelines:

- Pairs should set up a regular meeting schedule, with the goal of establishing the same day and time each week to meet.
 - If either person has a conflict with an upcoming meeting, that person should notify the other as soon as possible; hopefully at least 2-3 days before the scheduled meeting.
- It is expected that students and volunteers will attend all sessions on time.
- If there are issues with attendance or communication by either person, EOS leadership should be notified immediately. Volunteers should contact any of the members of the Manhattan JCC team, and the students the Israeli leadership team.
 - If issues persist, then that person is at risk from being dropped from the program.
- Participants should be trained and comfortable using Zoom and/or WhatsApp. All participants should be checking their emails (or WhatsApp messaging if they use it) regularly to make sure that they are up to date on communications from their partner
- Pairs should have their weekly conversations using Zoom or WhatsApp or another platform that they agree on. The pairs should agree on which individual should initiate each session, and what platform or format they will use.
- All participants should be familiar with the material included in the EOS manual.

Students receive this version of the guidelines/agreement, translated into Hebrew. It might be helpful for the students to have to sign the agreement:

I agree to:

- Set up a specific day/time to meet which will be the same each week.
- If I have to make a change, I will notify my partner as soon as I know.
- I will attend all sessions on time.
- My partner and I will communicate through email, Zoom, WhatsApp, etc.