

Temple Sinai

509 Broadway P.O. Box 1045 Saratoga Springs, NY 12866 (518)584-8730
www.temple Sinai-saratogasprings.org
temple Sinai@nycap.rr.com

Rabbi Linda Motzkin
Rabbi Jonathan Rubenstein

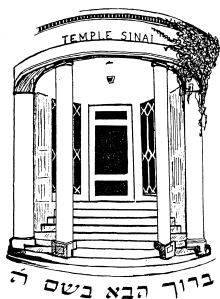
Committee Chair Packet

In this packet, you will find reproducible forms which will be helpful when planning an event either at the Temple or off site. If you or a member of your committee need any of the following a work request must be submitted to the office at least two (2) weeks prior to the due date.

1. Request office supplies (i.e. letterhead, envelopes, stamps, if you need note cards, or need to have flyers made or copied).
2. Request a room with or without special set up.
3. If assistance is needed from a Temple Sinai staff person (i.e. data collection and input, collection and or storage of materials).
4. Janitorial services will be needed.
5. Requesting funds or **pre approved** reimbursement
6. If there are special materials you need for a committee project (i.e. markers, crayons, paints, etc.) you must put in a request.

Please do not use the Religious School supplies located in the hall closet.

The filling of these requests can take up to ten days depending on the size of the request. Specialty paper request (i.e. a specific paper color, paper design, or non-standard size) can take up to three (3) weeks. The Temple Office must be made aware of any guest speakers, entertainers, or food items which your committee will be bringing into the Temple. We hope that you find these forms and the information found in the packet useful. If we can be of any further help please contact ; Nadine Keisler, Temple Administrator at nadinekeisler1@nycap.rr.com or at 584-8730.



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Office Supply Request Form

Today's Date _____

Name of Committee/Event _____

Committee chairperson _____

Phone Number _____

E-mail address _____

Person making Request _____

Phone Number _____

E-mail address _____

Please check off items and indicate amount needed:

Letterhead ___ amt. ___ Envelopes ___ amt. ___

Stamps ___ amt. ___ Flyers ___ amt. ___

Note cards w/ envelopes ___ amt. ___

Mailing Labels: Member list ___ Friends list ___ Both ___

Return address labels ___ amt. ___

Special Request Items (Unless specified all printing will be done on white paper and on white labels. Special requests may take longer then 10 days)

Postcards ___ amt. ___ Clear Labels ___ amt. ___

Name of colored paper _____ amt. _____

For office use only

Date Items are needed by _____

Given to _____

Items to be collected by _____

Picked up on _____

Picked up by _____

Work to be done by _____



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Temple Committee Room Request Form

Name of Person/Committee: _____

Date of Request: _____

Time room is needed: _____

Type of Event: _____

Number of guests: _____

Room Requested Sanctuary ___ Classroom(s) ___ Addition ___ Kitchen ___

Contact Person(s) _____

Contact telephone numbers (H) _____ (C) _____ (W) _____

(E-mail) _____

Agreement

I/we have read the “ Regulations Regarding Temple Use” and the clean-up requirements pages and I/we agree to abide by them, leaving the Temple in an “ as found,” or otherwise agreed upon condition.

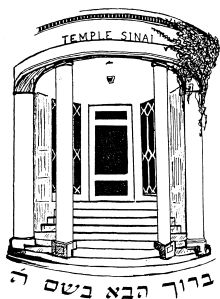
Date of Agreement _____

Signed:

Renter(s) _____

Temple _____

Member of the Union for Reform Judaism



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Pre-Approval Expense Form (Approval may take up to two weeks)

Name _____

Phone Number _____

E-mail _____

Program _____

Estimated amount of request _____

Funds to be used for _____

Date approval needed by _____

Office use only:

Request submitted on _____

Request submitted to _____

Funds are approved by: _____

This form needed in order to submit reimbursement requests

Expenditures over \$300.00 need Treasurer or President approval