

THE WEXNER FOUNDATION



WEXNER
DAVIDSON
FELLOWSHIP
2024 HANDBOOK

WEXNER DAVIDSON FELLOWSHIP HANDBOOK

INTRODUCTION

The Wexner Davidson Fellowship is an opportunity for emerging leaders to grow, deepen their leadership skills, and develop a rich network of colleagues to support their careers. Through this three-year intensive professional development program, created in partnership with the William Davidson Foundation, Wexner Davidson Fellows will:

- Enhance their leadership skills and deepen their leadership qualities.
- Become part of a cohort of lifelong learning professionals.
- Learn with amazing leadership teachers and Jewish educators.
- Receive small-group and one-on-one professional coaching, and personalized Jewish learning, along with access to reimbursable funds toward Foundation-approved, personally customized professional development opportunities.
- Become part of The Wexner Foundation’s network of professional and volunteer leaders in the North American Jewish community and in Israel.
- Develop a nuanced appreciation for the diversity of the North American Jewish community.

This handbook provides an overview of guidelines and policies for participation in the Wexner Davidson Fellowship, offered in partnership with the William Davidson Foundation. Given the evolving nature of a developing program, all guidelines and policies are subject to change without notice.

OVERVIEW

Wexner Davidson Fellows will benefit from Institutes, access to a coach and Jewish learning resources, peer consultations with the rest of their cohort, and professional development funds. Below is a brief overview of the time commitment and benefits of the program for each year, each of which is described in detail in this handbook.

Year	Institutes*	Coaching	Jewish Education	Professional Development	Peer Consultations
Year 1	Fall and spring institutes, 9 days of travel (7 business days)	15-20 hours	12-15 hours	Optional	5 hours
Year 2	Fall and spring institutes, 9 days of travel (7 business days)	15-20 hours	12-15 hours	Optional	Optional
Year 3	Fall and spring institutes, 9 days of travel (7 business days)	15-20 hours	12-15 hours	Optional	Optional
Israel Trip	Week-long immersive experience slated for January 2027				

* Should we be unable to meet in person due to the COVID-19 crisis and building on what we have learned so far about virtual education, fellows will be expected to join virtual gatherings on the originally scheduled dates with some additional programming via Zoom, not to exceed an additional 4 hours per month. This time will be spread out over multiple days. Exact timing will be determined based on fellow availability but with an expectation that fellows will prioritize these virtual meetings.

SUMMARY OF EXPECTATIONS

Please read through this handbook to understand the Foundation's expectations of Wexner Davidson Fellows, as well as the benefits you will receive as a Wexner Davidson Fellow.

Wexner Davidson Fellows:

- Commit to participate in all Fellowship-sponsored programs totaling approximately 9 days of travel (7 business days) per year (or the virtual equivalent) for three years and ensure that there will be no conflicts with these programs. In addition, Fellows are expected to participate in a week-long immersive experience in Israel once during their three-year Fellowship.
- Commit to work full-time at a North American Jewish communal organization for all three years of the Fellowship Program and three years beyond (six years total).
- Commit to fully participate in small group coaching during the first year of the Fellowship and selecting a professional coach to work with one-on-one from a roster of approved coaches for the second and third years of the Fellowship.
- Commit to actively engaging in Jewish learning sessions with a Jewish educator for each year of the Fellowship.
- Benefit from access to a pool of professional development (PD) funds for additional learning and growth. These funds can be used on Foundation-approved PD opportunities and associated travel and accommodations. Davidson Fellows will be reimbursed for these expenses.
- Must submit a W-9 that has been signed and dated in the current year to The Wexner Foundation after acceptance. The Wexner Foundation cannot give tax advice. Some professional development and Jewish learning opportunities that are reimbursed may incur taxes.
- Write a mid-Fellowship reflection between the Fellow's third and fourth Institutes.
- Meet with the Director of the Wexner Davidson Fellowship, as needed and/or helpful to the Fellow.
- May be asked to speak with a professional evaluator of the Wexner Davidson Fellowship.

INSTITUTES AND SPONSORED EVENTS

Attendance at Foundation-sponsored annual Spring and Fall Institutes is required of all Fellows during their Fellowship. Fellows are required to arrive before the start of the Institute and may not leave until after the entire Institute has concluded. They are required to attend the entire Institute including all meals. The only optional programs at Institutes are prayer services, which are fully initiated and planned by Fellows themselves, with the Foundation providing space and materials as requested.

- Fall Institute each year over three years
 - Sunday-Wednesday in November
 - Fellows will arrive by Sunday afternoon and depart on Wednesday afternoon
- Spring Institute each year over three years
 - Sunday-Thursday in May
 - Fellows will arrive by Sunday afternoon and depart on Thursday afternoon
- Immersive Israel Trip
 - Week-long trip scheduled for mid-January 2027

Attendance Policy

Exceptions to this attendance policy are only made for health considerations and certain life-cycle events of immediate family members, and only on a case-by-case basis. Fellows are expected to arrange their professional schedules around these Institutes. Unavoidable and unexpected professional conflicts should be discussed with the Director of the Wexner Davidson Fellowship as soon as the situation arises.

Fellows must be covered by health insurance to attend Wexner programs. The Foundation will not cover any health-related expenses at Wexner programs.

Nursing Infant and New Parent Policy

For required in-person Institutes, The Foundation accommodates Fellows with nursing infants by covering the travel, meals, and hotel costs (room shared with Fellow) of a caregiver arranged for and selected by the Fellow and approved by the Director of the Wexner Davidson Fellowship. If bringing a caregiver, the Fellow (as opposed to the caregiver) will need to pay for all travel expenses and submit for reimbursement. The Foundation cannot directly reimburse a caregiver. Fellows who are new non-nursing parents of infants (12 weeks or younger only) are also accommodated under this policy. If the Fellow prefers not to bring their nursing infant and a caregiver, The Foundation will cover the cost of shipping milk back home (i.e., using a company like Milk Stork) up to the cost of flying a caregiver to the institute. The fellow needs to make all shipping and milk storing arrangements and save receipts to submit for reimbursement. This policy does not apply to optional professional development or Jewish learning travel.

Cancellation Policy

The Foundation assumes Fellows will only cancel in extreme situations (see attendance policy above). Depending on the situation, the Fellow may incur costs (for flight or hotel) for canceling participation.

Institutes

Each of the Institutes has a unique character and curriculum focused on leadership skill-building, Jewish learning, and Jewish communal issues, as well as opportunities for the cohort to connect and learn together as colleagues. The Foundation pays for transportation, room, board, and program expenses associated with the Institutes. All Institute dates will be set as far in advance as possible. Confirmed Institute dates are shared with fellows in the Fellowship Institutes and Gatherings Document that accompanies their acceptance to the fellowship. The Foundation adheres to rigorous Kashrut standards at Institutes and official Fellowship-wide events.

Institute Planning

Fellows will be invited to play leadership roles at Institutes as the program develops, such as teaching fellow-led sessions, giving divrei Torah, and advising on the general program.

Institute and Hotel Arrangements

Institute and hotel arrangements will be booked and paid for by the Foundation. Hotel rooms will be booked for single occupancy. Fellows are responsible for hotel incidentals.

Publicity

For security reasons, please refrain from sharing any details of the institute, including dates, location, and photos, on any public channel prior to the culmination of the institute. This includes any social media feed you may control, along with any other public place you may share information. After the institute has concluded, you should feel free to post pictures or reflections about your experience.

TRAVEL AND REIMBURSEMENT

Wexner Davidson Fellows attend Fall and Spring Institutes, a trip to Israel in January 2027, and other Foundation-sponsored activities. Reimbursement for related expenses will be provided by the Foundation, according to the following guidelines:

Travel Expenses

The Foundation cannot reimburse Davidson Fellows' organizations or family members for any expenses. The fellow's name must be on any receipt submitted for reimbursement.

The Foundation requires that all expense reports must be submitted with proper receipts by the due date specified on the distributed expense form. The Foundation will not grant reimbursements for submissions of receipts sent after the due date. Fellows will be reimbursed by a Foundation check. Checks not deposited within 60 days of the check issue date may be voided.

Air Travel

- Fellows are expected to book their own air travel and submit a receipt by the given deadline for Institutes and within 2 weeks of booking for professional development opportunities.
- Fellows will be given a maximum ticket price above which special approval by the Foundation must be granted. This budget is only for a non-reimbursable flight. The Foundation will not cover travel insurance.
- If advance payment proves to be a hardship, please alert the Program Coordinator, Trisha Taylor (ttaylor@wexner.net), and alternative arrangements will be made.
- Reservations must be made according to the timetable provided to you before each Wexner event.
- Extra travel costs incurred due to a Fellow's delays or errors in booking will be absorbed by the Fellow.

Please note the following additional booking guidelines:

- Fellows should fly coach class on the most economical flight available. The Foundation cannot reimburse flights purchased using airline miles or credit card points/rewards.
- The Foundation will strive to accommodate Fellows whose Shabbat observance requires an early arrival.
- Personal travel appended to Foundation-sponsored travel is at the Fellow's own expense.
- The Foundation will pay for round-trip air travel only from a Fellow's primary residence. If flying to an Institute from somewhere other than this residence, Fellows will be reimbursed for up to the cost of a round-trip ticket from "home" to the Institute or whichever location is the less costly alternative.
- For fellows whose only travel options would mean leaving or arriving at unreasonable times, Fellows are welcome to fly in the day before the Institute with Foundation approval and The Foundation will cover the cost of a hotel room for the night.

Ground Transportation

Transportation to and from airports should be through the most economical means. The use of any private car or limousine service will not be reimbursed without prior permission from the Director of the Wexner Davidson Fellowship.

- If possible, share a cab or Lyft/Uber with other Fellows. Shared van services are also acceptable. Please do not use a car service without prior approval.
- Please try to keep one-way ground transportation within a \$50 limit for a single passenger. However, we recognize this may not be possible in some cities.
- Tips over 20% will not be reimbursed by the Foundation.

- Drop-off by family and friends is not reimbursable, with the exception of tolls.
- **Personal mileage is reimbursable only with prior approval and only when driving the Fellow's personal vehicle.** This amount may change, based on regularly updated information from the IRS.
- Use of a rental car will not be approved.

Per Diems

During Institute travel days, The Foundation will provide per diems for meals that are not provided at the Institute and for meals that couldn't be eaten at home. Please do not send receipts for per diems; simply request \$5 for breakfast, \$10 for lunch, and/or \$15 for dinner. Even if you spend more (or less) on the meal than the per diem amounts listed, you will be reimbursed \$5, \$10, or \$15 per meal if you are traveling during a mealtime and can't eat at home.

ON-GOING LEARNING / INDIVIDUAL PROFESSIONAL DEVELOPMENT

Between Institutes and throughout the year, Fellows will commit to actively participating in all elements of the personalized curriculum. In the first year of the Fellowship, this includes small group coaching and one-on-one Jewish learning. In the second and third years of the Fellowship, this includes working with a professional coach and participating in one-on-one Jewish learning. Coaching and Jewish learning are required aspects of the program for all three years. Fellows will also have the opportunity to pursue additional professional development through a pool of available funds. Fellows will also participate in a peer consultation with members of their cohort after their first Spring Institute, over the course of 6 months. In addition, Fellows will be asked to provide feedback to any the evaluators of the Wexner Davidson Fellowship and the Director of the program on coaches, Jewish educators, and PD opportunities.

Reimbursable financial awards for professional development are provided through a partnership between The Wexner Foundation and the William Davidson Foundation. All funding is administered through The Wexner Foundation. The funding year is January 1 – November 30 for each year of the Fellowship. Dollars need to be spent by November 30, although an opportunity can occur in December of the same calendar year. The Foundation is not able to pre-pay for any sessions with a coach or Jewish educator. The only expenses that can be reimbursed in advance are those that require advanced booking, such as a course or conference, and travel and accommodations associated with a trip. When submitting for reimbursement for PD funds, there must be proof of payment that includes your name on it. A hotel receipt that says "Estimated Total Price" will not work, as this does not indicate payment. Similarly, a screenshot of an Uber/Lyft receipt that does not include your name will not work, as we have no proof that you were the one who made the payment.

The Foundation will contract directly with professional coaches and Jewish educators, while professional development funds will be paid for by Davidson Fellows and reimbursed by the Foundation with appropriate documentation. Plans for funds usage must come directly from the fellow to a member of the Wexner Davidson Fellowship staff, not from the coach, educator, or other PD opportunity. The Foundation cannot reimburse Davidson Fellows' organizations for any expenses. If a Davidson Fellow decides to no longer pursue an experience that The Foundation has already reimbursed them for, the Fellow must contact The Foundation immediately to discuss how they should proceed.

Professional Coaching

Each Wexner Davidson Fellow will be required to participate in small-group and one-on-one coaching with a professional coach on their own professional development goals. A shared curriculum will guide small group coaching, and individual goals will be set between Fellows and the coach. These goals, as well as their conversations, will remain confidential, unless the Davidson Fellow wishes to share this work with staff at The Foundation. Ideally, coaches will partner with Davidson Fellows to help them reach their potential at work and exercise leadership. In addition, Davidson Fellows might identify gaps with their coach that can be filled through additional professional development opportunities. The Foundation will contract and arrange payment with the coach directly.

Requirements & Timing for Coaching

During the Fellowship's first year, Davidson Fellows will participate in a small group coaching program with up to five peers. Fellows will attend five two-hour group coaching calls between the first Fall Institute and the first Spring Institute. Fellows must prioritize attending these sessions as they would any other Foundation-sponsored convening or development opportunity. In addition to participating in five small group coaching sessions, Fellows will have access to one private coaching session with the group coaching program leader. Fellows must schedule the session in consultation with the coach after the end of the first Fall Institute and before the start of the first Spring Institute.

In the second and third years of the Fellowship, Davidson Fellows will work one-on-one with a professional coach. While the Fellow will determine exactly when to start with his/her individual coach, a coach should be selected no later than August after the first Spring Institute and before the second Fall Institute. Davidson Fellows should have met with their coach at least one time before the second Fall Institute. The Foundation will support up to 15 one-hour sessions (at a rate of \$300 per hour) per year with a required minimum of 12 one-hour sessions per year (approximately monthly) with a coach. Coaching funds cannot be reallocated toward professional development or Jewish education. Fellows should plan to meet approximately every month with their coach to maximize this opportunity. In the event a Fellow goes over the allotted 15 hours, additional coaching sessions will automatically come out of professional development funds until the next year's coaching funds become available.

Coaching relationships will be time-limited (with requests for extensions possible) and Fellows may change coaches based on their needs. Coaches and Fellows should work together to determine if they will renew their working relationship after every 10 sessions.

Coach Matching Process

Fellows can work with coaches in person, by phone, or by video. Davidson Fellows will have two options for selecting a coach:

- To be matched with a coach based on information provided in a conversation with the Director of the Davidson Fellowship, recognizing that some Fellows might not know exactly what they are looking for in a coach. Please do not initiate contact with any coach without consulting the Director.
- To work with a coach they already know of or with whom they already have a coaching relationship (once approved by The Foundation.)

Annual Review for Long-Term Relationships/Exit Interview

Davidson Fellows may be asked to reflect in writing at the end of each year of coaching on the experience, what they have gained from it, and how it is influencing them professionally. Fellows may be asked to share reflections on what they learned in the coaching experience with the cohort.

Jewish Education

Each Wexner Davidson Fellow will work one-on-one with a Jewish educator dedicated to Jewish learning intended to spark passion in the Fellow. Fellows will work collaboratively with the Fellowship's Jewish learning provider to match with a one-on-one educator and participate in 12 sessions per year. Fellows may determine the frequency of their meetings, and sessions will renew at each Fall Institute. The goal is that Fellows spend the equivalent of at least 12 hours a year enhancing their Jewish knowledge in some way.

The Foundation will contract directly with a Jewish learning provider. Fellows will participate in an initial call with the Jewish learning provider to share their learning interests and will participate in the provider's matching process. Fellows should select their educator and participate in at least three sessions before the first Spring Institute.

Professional Development Funds

Davidson Fellows can access \$5,000 per Fellow per year toward **reimbursement** of Foundation-approved professional development opportunities and associated travel and accommodations. These funds are completely optional but will supplement the learning the Fellow is achieving through work with his/her coach and Jewish educator.

WEXNER DAVIDSON FELLOWSHIP HANDBOOK

Professional development opportunities must be approved by a member of the Wexner Davidson Fellowship staff. This should be done using the online Professional Development (PD) Proposed Opportunity Form (or another form of documentation provided by the Foundation) to qualify for reimbursement.

Please note:

- The award's term is January 1 – November 30, although an opportunity can occur in December of the same calendar year. Fellows who plan to use professional development funds should use them during this period each year. Requests for these funds must be made by September 30 (or earlier!) for allocation by November 30. Exceptions will be considered in conversation with the Director of the Wexner Davidson Fellowship.
- Each Davidson Fellow is required to submit a W-9 that has been signed and dated in the current year to The Wexner Foundation. There may be tax implications associated with the optional professional development funds; please consult an accountant as The Foundation cannot give tax advice. The tax implications would take place in the calendar year in which the Fellow is reimbursed by The Foundation.
- Funds will only be disbursed to the Davidson Fellow for their expenses with appropriate documentation and proof of payment (e.g., receipt) provided. **The Foundation cannot pay for programs or conferences directly. Unless professional development funds are being used for work with an individual, these funds will be paid for by the Fellow and reimbursed afterward with proof of payment.**
- If using professional development funds to travel, Fellows should try to stay within a \$250-\$300 nightly budget for accommodations (with the recognition that this may not be possible in some cities). While The Foundation is comfortable with Fellows bringing their family when traveling, please note Fellows will only be reimbursed the equivalent of single occupancy accommodations.
- Our accounting department has requested that Fellows submit an expense form for pre-approved professional development expenses within 2 weeks of paying for the expense. All professional development expenses must be approved by the Director of the Wexner Davidson Fellowship in advance, and then, within 2 weeks of paying registration fees, booking a flight or hotel, etc., Fellows need to send an expense form and proper receipts to Trisha Taylor. After a professional development opportunity, if there are any other expenses such as Uber/Lyft rides, per diems, parking fees, or other items, Fellows will send another expense form to the Fellowship program coordinator with proper receipts within 2 weeks. Please contact the Fellowship program coordinator for clarification about which expense form to use if it is unclear.
- If payment for a PD opportunity to a provider presents like a tax-deductible donation, The Wexner Foundation cannot reimburse you.
- Associated travel (e.g., for a conference) will be reimbursed as long as it's a Main Cabin or Economy ticket and with a reasonable fare. See page 5 for more travel reimbursement details.
- Reimbursements will be provided within four weeks of submitting the expense form. Reimbursement checks not deposited within 60 days of the check issue date may be voided.
- Please note that just because an experience has been approved in the past (for you or another fellow) doesn't mean The Wexner Foundation will be able to approve it again.

Professional Development Plan

Professional development options will differ for each Davidson Fellow as they are customized to the Davidson Fellow's particular professional growth needs. Below are several examples of opportunities that may be reimbursable and those that are not eligible for reimbursement. Neither list is exhaustive, but both serve to give the Davidson Fellow an idea of the parameters of this opportunity.

The following PD opportunities might be approved:

- Courses (e.g., at a university or non-profit support center, or part-time graduate or certificate programs)
- Jewish learning providers (e.g., Hadar, Spertus, Shalom Harman Institute, Pardes)
- Conferences (those that the Fellow is not already professionally obligated to attend)
- Travel and accommodations associated with a conference
- Books and materials associated with a course or conference or assigned by a coach or Jewish educator for use in your learning
- Additional sessions with a coach or Jewish educator

The following PD opportunities will not be approved:

- Consultants that benefit the Fellow's organization primarily (as opposed to the Fellow individually)
- Personal "life" coaches
- Health and wellness (e.g., an athletic trainer)
- Opportunities that change a professional's employment status (e.g., that require a professional to reduce to part-time hours)
- Recreational travel
- Books and materials for independent study

In the spirit of these professional development guidelines, Davidson Fellows are encouraged to think deeply about their growth needs and the areas in which support would have the most impact. Fellows should consider that their coaches might help them identify growth areas. Fellows are urged to consider using these funds for multiple growth and learning opportunities each year, as appropriate.

Accountability and Evaluation

- Davidson Fellows will be in regular communication with the Director of the Fellowship about their PD plan to evaluate their experience with various opportunities.
- Davidson Fellows will be asked to assess the PD opportunities they engage in, both to evaluate how well they are advancing their own professional growth, and in terms of the quality of these options for future Davidson Fellows.
- Davidson Fellows are also responsible for providing documentation that verifies they participated in the PD opportunities for which they received reimbursement.
- Davidson Fellows may be asked to write up a short report of their PD experiences, either for evaluation purposes or as a blog post for The Wexner Foundation website.

EVALUATION

Evaluation of Wexner Davidson Fellowship

The Foundation is committed to constantly improving our programs and learning from experience. We invite participants to give thoughtful feedback to the Director of the Davidson Fellowship.

Regular Class-Based Case Consultation Video Calls (Year 1)

After their first Spring Institute, Fellows will participate in Adaptive Leadership Case Consultation video calls. These calls will be peer-led and will utilize an Adaptive Leadership Case Consultation protocol for personal reflection and group feedback on pressing leadership challenges that each Fellow faces. Each call will last one hour. Fellows will participate in 4-5 calls between their first Spring Institute and their second Fall Institute. A Zoom account will be provided if needed. There will be an opportunity to continue these consultations after the initial video calls are completed.

Mid-Fellowship Reflection

There will be a reflection process midway through the fellowship experience to support Davidson Fellows in making the most of their Fellowship experience and to support their growth for the remaining time in the program. Wexner Davidson Fellows will be asked to write a reflection and set up a meeting by phone, video, or in person with the Director of the Fellowship to consider their reflections.

Wexner Davidson Fellows will submit a written statement that contains the following:

- A brief summary of the Fellow's progress and priorities at this juncture of their ongoing learning through a professional coach, a Jewish educator, and optional professional development opportunities.
- A brief description of how the Wexner Davidson Fellowship has influenced the Fellow and their work thus far, how the Fellow has influenced the Fellowship, and how the Fellow hopes to benefit from and contribute to the program for its remainder.

WEXNER DAVIDSON FELLOWSHIP HANDBOOK

- A self-assessment of the Fellow's leadership strengths and areas of leadership and personal development that need ongoing and focused attention or improvement. The Fellow should explain how they plan to address these issues during the remainder of the Wexner Davidson Fellowship.
- A summary of the Fellow's current leadership challenges and evolving career goals once the Fellow completes the fellowship. The essay should include a description of possible professional position(s) and role(s).

Fellows may consider referring to their application for the Wexner Davidson Fellowship in writing this reflection.

COMMUNICATION

The Foundation has created a variety of communication methods for Fellows. A brief explanation of each follows:

Fellows E-mail List: All Current Davidson Fellows – wexnerdavidsonfellowship@googlegroups.com

This list is used to notify active classes of upcoming Institutes, queries from Fellowship staff concerning various issues, and for Fellows to communicate solely with other active Fellows. Fellows will be added to this list and will be expected to check this list regularly for Fellowship-related messages, as it will be used by The Foundation staff. This will be the primary way that the Foundation will communicate with you, but if you need to reach Foundation staff, please email them directly.

- The address to post to the current Davidson Fellows list is: wexnerdavidsonfellowship@googlegroups.com. All emails that you receive from this list are sent from the address wexnerdavidsonfellowship@googlegroups.com, so please add this to your address book. By default, replies to the listserv will be sent only to the sender.
- Fellows must remain subscribed to this list during the three years of their active Fellowship, as it is a primary means by which participants will receive general Fellowship communication from The Wexner Foundation.
- All Wexner Foundation listservs follow the same confidentiality rules, outlined below and in the "covenant" provided on pages 11 and 12.
- Should you wish to have a listserv or WhatsApp group for only your class (no staff), a member of the class should create this.

Wexnet – wexnet@googlegroups.com

The Foundation has an email listserv for Wexner Davidson Fellows, Wexner Field Fellows, Alumni of the Wexner Graduate Fellowship/Davidson Scholars and Wexner Field Fellowship, and the Graduate, Field, and Davidson Fellowship professional staff. This list, referred to as Wexnet, is a private, restricted-access list, open exclusively to members of the Wexner Professional Leadership Programs community, all of whom work professionally in the Jewish community.

- All individuals subscribed to the list will receive messages posted to the list by other subscribers or The Foundation staff.
 - Fellows will be invited to subscribe to this list after Fall Institute.
 - Fellows will receive all postings to the list and can post to it.
 - The address to post to the entire list [WGF/DS/WFF/WDF Alumni and Fellows] is wexnet@googlegroups.com.
1. **All emails that you receive from the Wexnet list are sent from the address wexnet@googlegroups.com.** By default, your reply will be posted only to the sender.
 2. **Should you wish to reply to the entire list, you should simply edit the "To" line of the reply with the wexnet@googlegroups.com address.** Please be sure you want your response to go to the entire list before you make the address change. We have put this safeguard in place to avoid messages being sent to the entire list that are of a personal nature and meant only for the person who sent the original message.

3. **This list may be used for any number of functions.** Participants have used it as a bulletin board to announce personal or professional news; as a forum for Divrei Torah, sermons, or articles; as a discussion group for a wide array of issues, politics, and visions of the future; and as a means of querying and maintaining connections with other Wexner Fellows and Fellowship Alumni.
4. **This is a closed list intended for Wexner Graduate Fellows, Field Fellows, Davidson Fellows, and Alumni exclusively.** There is assumed confidentiality regarding the materials shared on the list. Forwarding or using the content of someone else's posting should never be done without first obtaining the original author's consent.
5. **Because the Wexner Field Fellows and Wexner Davidson Fellows will have a commensurate experience to the Wexner Graduate Fellows and are part of the same Jewish professional community,** the Foundation and the advisory WexCoComm (Wexner Professional Fellowship Community Coordinating Committee) determined that the integration of the Field Fellow, Graduate Fellow and Davidson Fellow networks on Wexnet would be valuable to the entire network.

Wexnet Covenant

Introduction

Wexnet is a listserv of fellows and alumni of the Wexner Graduate Fellowship, Wexner Field Fellowship, Wexner Davidson Fellowship, and relevant program staff of The Wexner Foundation.

For many in our community, Wexnet is a crucial part of our larger Wexner experience. Emails range from pragmatic (ride-sharing) to straightforward (text-sharing) to complex (Israeli elections). Sometimes, topics engender many emails from alumni across classes and across religious and political spectrums. Wexnet demonstrates its value in all these moments: when it produces a text in seconds, or when it helps those who actively write to the group and those who are readers to better understand an issue in the Jewish world, as well as each other, in a more nuanced, complex way.

Statement of Our Values

Wexnet offers a virtual space for the kinds of genuine conversations that we seek to have in our Wexner community. As occurs in Wexner generally, Wexnet enables us to learn from each other, about Jewish life, and about how to communicate across difference. We also practice leading, listening, choosing when to step forward, and when to step back.

We aim to interact according to the same guidelines that we use when we are working face-to-face. With this in mind, we value listening to each other deeply. We value assuming the best of others, that all are articulating a position that they believe constructive to the Jewish people. We value asking questions out of genuine curiosity and opening conversation for all who want to participate. And if discussions warrant it, we value direct personal communication face-to-face, by phone, or videoconference.

When we send emails to Wexnet, we are all equal regardless of seniority or position of authority in our professional lives. We share our class numbers so that we can locate the alumnus/a writing within the Wexner community. We have generational or structural positions as well - we are each other's supervisors, or rabbis, or Board members - but we try to put those roles aside for the sake of learning from equals. So customarily, we address each other by first name, and sign each email with our first and last name and class number, because we don't all know each other personally.

Rules and Conditions

Wexnet is a confidential space, meant only for Wexner Graduate Fellows, Field Fellows, Davidson Fellows, and Alumni. Content may not be shared by any means, even with spouses or other family members, or with professional colleagues who are not members of the listserv. A message is assumed to be confidential unless the posting member grants permission to share it.

Additionally, the nature of the conversations on Wexnet - those who write emails and the positions that are taken - should not be discussed with those who are not Wexner Graduate Fellows, Field Fellows, Davidson Fellows, or Alumni.

This standard of confidentiality may occasionally create personal or professional dilemmas. Nevertheless, this confidentiality must be respected with the utmost seriousness.

If a member is confronted with an ethical dilemma resulting from this commitment to confidentiality, they are encouraged to approach either the director of the fellowship or the chair(s) of the alumni coordinating committee.

The following shall serve as a footer on all Wexnet emails:

CONFIDENTIALITY NOTICE: This message is confidential, intended only for members of Wexnet. If you are not a member of Wexnet, you may not read or forward this message. If you have received this message in error, please advise the sender by reply e-mail, and delete all copies of the original message (including any attachments).

The Wexner Foundation Website - www.wexnerfoundation.org

The website includes information about The Wexner Foundation for the general public and WexChange, a password-protected area for Fellows and Alumni of all Foundation programs.

Each Fellow receives a password and username to gain access to WexChange. This area contains important information including a database for all Fellows and Alumni of all Foundation programs. All information in the database is to be kept strictly confidential and should not be shared with anyone outside the Fellowship.

While we encourage Fellows to connect to people in the Wexner network, we ask that Fellows do not export lists or send mass emails on behalf of their organizations or causes. The database is a vital part of the password-protected area and provides the Foundation with current addresses, phone numbers, and e-mail addresses of all Fellows and Alumni. The Foundation will upload a current picture, biography, and contact information for you from your application.

You are responsible for updating your own personal information on your Wexnet profile and **must keep it updated on a regular basis**. It is critical that the Foundation be informed of any address, e-mail address, or phone number change.

You will also be subscribed to The Wexner Foundation's mailing list and newsletters.

Yom Shishi (Friday) Thought

One Friday a month, a different Wexner Davidson Fellow will write a short reflection that can be related to current events, a Fellow's particular interests, or feelings for the time of year. This is also an opportunity for Fellows to be in touch with one another, use each other as a tool for sharpening Jewish thinking, and share learning that Fellows engage in with their Jewish educator or coach. Yom Shishi Thoughts should be short (no more than 3 paragraphs or a brief video). You will be assigned a date in advance and asked to submit your thought to the current Davidson Fellow listserv (see above) wexnerdavidsonfellowship@googlegroups.com.

FELLOWSHIP STATUS

Change of Employment

Fellows are selected based on the assumption that they will be working full-time as a Jewish communal professional in a Jewish organization based in North America for the three years of the Fellowship and three years beyond. Should this situation change, they should inform the Director of the Davidson Fellowship immediately to determine their Davidson Fellowship status. Status will be determined case-by-case in consultation with the Davidson Fellowship Selection Committee.

WEXNER DAVIDSON FELLOWSHIP HANDBOOK

North American Residency

Because the Wexner Davidson Fellowship is focused on the development of Jewish professionals who exercise leadership in the North American Jewish community, Fellows must remain in North America. Extended stays in Israel or abroad are permitted only as part of Fellows' professional obligations (e.g., sabbatical) as long as that individual

remains employed full-time, and the stay abroad is temporary. Any stay of longer than 3 months must be approved by the Director of the Davidson Fellowship.

Special Circumstances

Requests for exceptions to any of the above guidelines in this handbook should be based on extraordinary circumstances and must be made via e-mail to the Director of the Wexner Davidson Fellowship. Exceptions will be granted rarely and on a case-by-case basis. The policies and programs outlined in this Handbook are periodically reviewed by The Foundation and are subject to change.

WDF CONTACT INFORMATION

Foundation Headquarters

8000 Walton Parkway - Suite 110 New Albany, OH 43054
Phone: (614) 939-6060 / Fax: (614) 939-6066
www.wexnerfoundation.org

Wexner Davidson Fellowship Program Staff

Jess Reback

Director, Wexner Davidson Fellowship
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Rabbi B. Elka Abrahamson

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Or Mars

Vice President
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Trish Taylor

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Daniel Held

Wexner Davidson Fellowship Chair
dheld@ujafed.org

All the Foundation's staff are available to you. Please visit our website for a complete staff listing.

THE WEXNER FOUNDATION

The Wexner Foundation trains and inspires leaders in the North American Jewish Community and the State of Israel. Through diverse, cohort-based educational programs, the Foundation invests in promising professionals and volunteers and gives them tools to exercise transformative leadership. Working in partnership with other foundations, philanthropists and communities, the Foundation strengthens North American Jewish life and Israel's public sector by making their leaders more skilled, visionary and collaborative.

AGREEMENT

I affirm that I have read the Wexner Davidson Fellowship handbook and confirm that I will follow all policies and procedures as outlined.

Signature

Date

Printed Name

ANTI-HARASSMENT CODE OF CONDUCT

The Wexner Foundation is committed to creating an environment that exemplifies Jewish values such as kavod habriot (human dignity), hinuch (learning), and the Talmud's teaching that kol yisrael arevim zeh bazeh, that "all Israel is responsible for one another" (Shavuot 39a). Jewish tradition recognizes that every person is created in the Divine image and should be treated as such, and the Jewish values of repairing the world, mutual responsibility, and not standing idly by while others are being harmed are fundamental to the creation, implementation, and upholding of this Code of Conduct.

The Wexner Foundation is committed to creating a harassment-free environment for all participants, including event participants (Alumni, Fellows, Members,) Staff, and Faculty. Harassment as outlined below is considered by The Wexner Foundation to be a serious form of professional misconduct.

This Code of Conduct is established to promote safety and respect in all our activities. We expect all participants at The Wexner Foundation activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings, as well as virtual gatherings:

Exercise consideration and respect in your speech and actions:

- Refrain from bullying, demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert Foundation staff leadership if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem minor.
- Remember that you do not speak for The Wexner Foundation, so please refrain from speaking on behalf of the Foundation, including on any social media or other written statements.

The following behaviors do not belong at The Wexner Foundation events of any kind:

- Sexual harassment of any kind, including unwelcome sexual attention and inappropriate physical contact.
- Harassment that discriminates against a specific group of people based on age, race, sex, ethnicity, national origin, religion, language, sexual orientation, gender identity or gender expression, disability, health conditions, socioeconomic status, marital status, domestic status or parental status (hereafter, simply harassment);
- Abuse of power (including abuses related to position, wealth, race, or gender).

CONTACT US TO REPORT AN INCIDENT

If while at a Wexner Foundation event, you have been involved in or have witnessed an incident that violates the Code of Conduct, please report it to our Director of Operations Avi Allen at (614) 939-6098 or aallen@wexner.net, or Financial Controller Peg Ugland at (614) 939-6000 or pegu@naproperty.com. Reports will be treated as confidential. Share as much information as you can to help The Wexner Foundation thoroughly investigate the onsite incident.

THE WEXNER FOUNDATION'S COMMITMENT

The Wexner Foundation will investigate all incidents reported with discretion and confidentiality. The Wexner Foundation reserves the right to bar any person who violates our Code of Conduct from attending the event in its entirety or in part and/or to cancel the affiliation of the person.

ABOUT THE CODE

Created based on recommendations from the SRE Network. safetyrespectequity.org.

ANTI-HARASSMENT CODE OF CONDUCT

I have read the Code of Conduct and agree to abide by its terms and conditions.

Signature

Date

Printed Name