

# THE WEXNER FOUNDATION



## WEXNER FIELD FELLOWSHIP

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## 2025 HANDBOOK

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## INTRODUCTION

The Wexner Field Fellowship is an opportunity for professionals 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 Jim Joseph Foundation, Field 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 one-on-one professional coaching and 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.

## OVERVIEW

Field 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 over the course 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	Spring and fall institutes, 8 days of travel (6 business days)	15-20 hours	12-15 hours	Optional	5 hours
Year 2	Spring and fall institutes, 8 days of travel (6 business days)	15-20 hours	12-15 hours	Optional	Optional
Year 3	Spring and fall institutes, 8 days of travel (6 business days)	15-20 hours	12-15 hours	Optional	Optional

## SUMMARY OF EXPECTATIONS

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

### Field Fellows:

- Commit to participate in all Fellowship-sponsored programs totaling approximately 8 days of travel (6 business days) per year (or the virtual equivalent) for three years and ensure that there will be no conflicts with these programs.
- 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 selecting a professional coach to work with one-on-one from a roster of approved coaches and a Jewish educator or Jewish learning plan from an approved list for each year of the Fellowship.
- Benefit from \$5,000 per Field Fellow per year 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. Field 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 which are reimbursed may incur taxes.
- Meet with the Director of the Wexner Field Fellowship, as needed and/or helpful to the Field Fellow.
- May be asked to speak with a professional evaluator of the Wexner Field Fellowship.

## INSTITUTES AND SPONSORED EVENTS

Attendance at Foundation-sponsored annual Spring and Fall Institutes is required of all Fellows during the active stage of 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.

- Spring Institute each year over three years
  - Sunday-Wednesday in early March (with Wednesday as a travel day)
- Fall Institute each year over three years
  - Sunday-Wednesday in early Fall (with Wednesday as a travel day)

### 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 Field Fellowship as soon as the situation arises.

Fellows must be covered by health insurance in order 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 Field 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 Institute Details that accompanies their acceptance to the fellowship. The Foundation adheres to rigorous kashrut standards at Institutes and official Fellowship-wide events. The Foundation covers all costs of the Institutes for Wexner Field Fellows.

### **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.

## TRAVEL AND REIMBURSEMENT

Wexner Field Fellows attend Spring and Fall Institutes 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 Field 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 (which include your name and/or email address) 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.
  - For Institutes, Fellows will be given a travel reimbursement deadline and will be reimbursed after the Institute.
  - If traveling using Jewish learning or professional development funds, Fellow are expected to submit for reimbursement within 2 weeks of booking their flight.
- 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, Dara Katzner (dkatzner@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.
- 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 coming from the West Coast, if the only flight options leave 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. Consider if you would be willing to pay for the transportation service with your own money. If the answer is no, then choose another means of transportation. The use of any private car or limousine service will not be reimbursed without prior permission from the Director of the Field 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.

- To submit for reimbursement of a Lyft/Uber, a screen shot that does not include your name or email address will not work, as we have no proof that you were the one who made the payment
- 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.
- If airport parking is more affordable than a round-trip Lyft/Uber, the parking fee will be covered (with proof of payment) but mileage to and from the airport is not reimbursable.
- 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 or at the Institute.

### Accommodations

For Institutes, 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.

For PD or immersive Jewish learning experiences, hotels and Airbnb's that are paid in full in advance will be reimbursed, but a hotel receipt that says "Estimated Total Price" will not work, as this does not indicate payment.

## ON-GOING LEARNING / INDIVIDUAL PROFESSIONAL DEVELOPMENT

Between Institutes and throughout the year, Fellows will commit to working with a professional coach and to doing Jewish learning, both of which are required aspects of the program for all three years. They will also have the opportunity to pursue additional professional development. Fellows will also participate in a peer consultation with members of their cohort after their first Fall Institute, over the course of 6 months. In addition, Fellows will be asked to provide feedback to any the evaluators of the Wexner Field Fellowship and the Director of the program on coaches, Jewish educators, Jewish learning experiences, and PD opportunities.

Financial Awards are provided through a partnership between The Wexner Foundation and the Jim Joseph Foundation. All funding is administered through The Wexner Foundation. The funding year is April 1-March 31st for each year of the fellowship. The Foundation is not able to pre-pay for any sessions with a coach, Jewish educator, or any individual provider. 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. Field Fellows should adhere to the guidelines listed on page 5 for travel and reimbursement when submitting for PD expenses or those associated with immersive Jewish learning experiences.

The Foundation will contract directly with professional coaches and Jewish educators, while professional development funds or funds for an immersive Jewish experience will be paid for by Field 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 Field Fellowship staff, not from the coach, educator, or other PD opportunity.

The Foundation cannot reimburse Field Fellows' organizations for any expenses. If a Field 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 Field Fellow will be required to work with a professional coach on their own goals. Goals will be set between Fellows and the coach and these goals, as well as their conversations, will remain confidential, unless the Field Fellow wishes to share this work with staff at The Foundation. Ideally, coaches will partner with Field Fellows to help them reach their potential at work and exercise leadership. In addition, Field 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**

While the Fellow will determine exactly when to start with his/her coach, a coach should be selected no later than June. Field Fellows should have met with their coach 2-3 times before the first Fall Institute. The Foundation will support up to 20 one-hour sessions (\$6,000 at a rate of \$300 per hour) per year with a required minimum of 15 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 3 weeks with their coach to maximize this opportunity. In the event a Fellow goes over the allotted 20 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. Field 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 Field 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**

Field Fellows will 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 Field Fellow has funds dedicated to Jewish learning intended to spark passion in the Fellow. Fellows receive \$3,750 of Jewish education funds per Wexner funding year (April 1-March 31) and funds do not roll over year to year. The goal is that Fellows spend the equivalent of at least 12 hours a year enhancing their Jewish knowledge in some way.

There are a few ways that fellows can achieve this goal listed on the next page. Of the options listed, all but the first (working one-on-one with a Jewish educator) require fellows to pay for the experiences and submit for reimbursement, which may result in tax implications. Please note if payment for a Jewish learning opportunity to a provider presents like a tax-deductible donation, The Wexner Foundation cannot reimburse you. If fellows wish to work one-on-one with a Jewish educator or tutor, The Wexner Foundation can contract directly with that educator and pay them directly.

- **Working One-on-One with a Jewish Educator.** This part of the fellowship program was initially designed for each fellow to work one on one with a Jewish educator to deepen their Jewish knowledge based on their unique needs, with recognition of the ease of fitting in an hour of study per month for a busy professional. The Wexner Foundation will support up to 15 one-hour sessions per funding year (April 1-March 31) at a rate of \$250 per hour with a required minimum of 12 one-hour sessions per year (approximately monthly) with a Jewish educator. If a fellow wants to work with a Jewish educator, they can propose educators they want to work with or be matched with an educator based on information provided in a conversation with the Director of the Field Fellowship. They should select their educator sometime between their first Spring Institute and Fall Institute and should have ideally met with their educator 1-2 times before Fall Institute.
- **Jewish Classes.** Fellows are welcome to use their budget toward Jewish classes including webinars, Jewish learning courses at their synagogue or a university or other Jewish educational courses they find, including language-based classes such as Hebrew or Yiddish study.
- **Immersive Jewish Learning Experiences.** These funds can be used toward the cost of an immersive Jewish learning program, such as Pardes or the Shalom Hartman Institute of North America (a sample list of approved opportunities can be found on the [WFF Important Docs page](#)). Please see page 10 for travel guidelines as well as for submitting for reimbursement.

Immersive Jewish Learning Experiences that are approved will meet the following criteria:

- Sponsored by a Jewish organization
  - All-inclusive experiences led by Jewish educators
  - Designed for Jewish learning / center the Jewish learner
  - Minimum 12 hours of Jewish learning over the course of the experience (if the Fellow wants to use Jewish learning funds to cover travel and accommodations)
- The Wexner Foundation will not support Jewish study travel/touring/sightseeing.

### Professional Development Funds

Field Fellows can access up to \$5,000 per Fellow per year (April 1-March 31) toward **reimbursement** of Foundation-approved professional development opportunities and associated travel and accommodations. These funds are completely optional but will supplement learning the Fellow is achieving through work with his/her coach and Jewish educator.

Professional development opportunities must be approved by a member of the Wexner Field Fellowship staff. This should be done using the online Professional Development (PD) Proposed Opportunity Form in order to qualify for reimbursement.

Please note:

- The award's term is April 1- March 31. Fellows who plan to use professional development funds should use them during this period each year. Requests for these funds must be made by January 31 (or earlier!) for use by March 31. Funds do not roll over to the next year and fellows will not be reimbursed for more than \$5,000 at once (unless PD and Jewish learning funds are combined for an immersive Jewish learning experience). Exceptions will be considered in conversation with the Director of the Field Fellowship.
- Each Field 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 or Jewish Education funds (if used for an immersive experience or conference); 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 Field Fellow for their expenses with appropriate documentation and proof of payment (e.g., receipt) provided. **The Foundation cannot pay 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 afterwards with proof of payment. For work with an individual (e.g. a public speaking coach), The Foundation can contract directly with that person.**
- If using professional development funds to travel, Fellows should try to stay within a \$250-\$300 nightly budget for accommodations (with the recognition 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.
- If the professional development experience requires international travel but something similar is offered domestically for a similar (or cheaper) price, The Wexner Foundation will reimburse Fellows up to the cost of a domestic flight. International travel will not be reimbursed in full.
- All professional development expenses must be approved by Field Fellowship staff 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 Dara Katzner. The accounting department requests that expenses are submitted as they are paid. After a professional development opportunity, if there are any other expenses such as ground transportation (e.g. Uber/Lyft rides), per diems, parking fees or other items, Fellows will send another expense form to Dara Katzner with proper receipts within 2 weeks. Please contact Dara Katzner for clarification about which expense form to use if it is unclear.
- If payment for a PD opportunity to a provider presents as a tax-deductible donation, The Wexner Foundation cannot reimburse you. (This sometimes happens on a sliding scale registration; Field Fellows should pay the highest rate on the sliding scale that does not include a donation).
- 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) does not mean The Wexner Foundation will be able to approve it again.

### **Professional Development Plan**

Professional development options will differ for each Field Fellow as they are customized to the Field 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 Field 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 Field 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 or assessment tools (e.g. 360 Evaluation) with a coach
- Additional sessions with a Jewish educator
- Issue-based coaches (e.g. a public speaking coach, a writing coach)

#### *The following PD opportunities will not be approved:*

- Consultants that benefit the Field Fellow's organization primarily (as opposed to the Field Fellow individually)
- Work done on behalf of a fellow that does not teach the fellow a new skill (e.g. hiring an editor for a writing project as opposed to hiring a writing coach who works with you directly)
- 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)
- Books and materials for independent study

In the spirit of these professional development guidelines, Field 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**

- Field Fellows will be in regular communication with the Director of the Fellowship about their PD plan to evaluate their experience with various opportunities.
- Field 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 Field Fellows.
- Field Fellows are also responsible for providing documentation that verifies they participated in the PD opportunities for which they received reimbursement.
- Field 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 web site.

### **Guidelines for Travel Associated with Immersive Jewish Learning Experiences**

\*While we're comfortable with you taking advantage of touring the area you're visiting, the spirit of these guidelines is to ensure The Wexner Foundation is only covering expenses directly related to the Jewish learning portion(s) of your trip.\*

- Your flight will be reimbursed as long as the experience has a minimum of 12 hours of Jewish learning.
- Your hotel or accommodations will be reimbursed as long as the experience has a minimum of 12 hours of Jewish learning. If there are portions of the experience that are explicitly not Jewish learning, your accommodations may not be reimbursed in their entirety.
- While we know this may not be possible in all cities, please do your best not to exceed \$250-\$300/night for a hotel/Airbnb.
- While we're comfortable with you bringing your family, please note we will only reimburse the equivalent of single occupancy accommodation.
- Our accounting department will not reimburse rental cars. They will only cover Ubers/taxis for trips related to Jewish learning (i.e., a ride to/from a Jewish learning experience).
- Our accounting department requires a draft program schedule (showing at least 12 hours of Jewish learning) before they will process any trip-related reimbursements.

### **Submitting for Reimbursement**

- All receipts and currency conversions must be emailed to Dara along with a completed expense form.
- Every electronic receipt must have your name and/or email address on it.
- For hard copy receipts, email a picture/scan it to Dara.
- Every receipt that's in foreign currency needs an accompanying document showing proof of the currency conversion rate into USD.
  - This [website](#) allows you to easily adjust the date of the currency conversion and is easy to print/save as a PDF.

- The conversion rate is based on the date on the receipt (e.g. the date the expense was paid), **not** the date you're submitting for reimbursement.
- Both the foreign currency amount **and** the USD conversion should be listed on the expense form (i.e., 50 euros = XXX USD) for every expense.
- Make sure every expense on the expense form has a clear description with it along with the associated currency conversion for that date (i.e., Uber from hotel to guided tour: 25 euros = XXX USD).

### Evaluation of Wexner Field 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 Field Fellowship.

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

After their first Fall Institute, Fellows will participate in regular 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 Fall Institute and their second Spring 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.

## COMMUNICATION

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

### Fellows E-mail List: All Current Field Fellows – [wexnerfieldfellowship@googlegroups.com](mailto:wexnerfieldfellowship@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 Field Fellows list is: [wexnerfieldfellowship@googlegroups.com](mailto:wexnerfieldfellowship@googlegroups.com). All emails that you receive from this list are sent from the address [wexnerfieldfellowship@googlegroups.com](mailto:wexnerfieldfellowship@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 12 and 13.
- 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](mailto:wexnet@googlegroups.com)

The Foundation has an email listserv for current fellows and alumni of the Wexner Graduate Fellowship/Davidson Scholars Program, Wexner Field Fellowship, and Wexner Davidson Fellowship, and the Graduate, Davidson, and Field Fellowship professional staff. This list, referred to as Wexnet, is a private, restricted-access list, open exclusively to current fellows and alumni of those three Fellowships, 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 Spring Institute.
- Fellows will receive all postings to the list and will have the ability to post to the list.
- The address to post to the entire list [WGF/DS/WFF/WDF Alumni and Fellows] is [wexnet@googlegroups.com](mailto: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 an assumed degree of confidentiality regarding the materials that are 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/Davidson Scholars Program, 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 of 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, program, 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, s/he is 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](http://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 Wexner 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 Field 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 Field Fellow listserv (see above) [wexnerfieldfellowship@googlegroups.com](mailto:wexnerfieldfellowship@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 Field Fellowship immediately to determine their Field Fellowship status. Status will be determined on a case-by-case basis in consultation with the Field Fellowship Selection Committee.

### **North American Residency**

Because the Wexner Field 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 Field 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 phone to the Director of the Wexner Field 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.

## WFF CONTACT INFORMATION

### Foundation Headquarters

8000 Walton Parkway - Suite 110 New Albany, OH 43054

Phone: (614) 939-6062

[www.wexnerfoundation.org](http://www.wexnerfoundation.org)

### Wexner Field Fellowship Program Staff

#### **Ruthie Warshenbrot**

Director, Wexner Field Fellowship

[rwarshenbrot@wexner.net](mailto:rwarshenbrot@wexner.net)

#### **Rabbi B. Elka Abrahamson**

President

[eabrahamson@wexner.net](mailto:eabrahamson@wexner.net)

#### **Or Mars**

Vice President

[omars@wexner.net](mailto:omars@wexner.net)

#### **Dara Katzner**

Program Coordinator

[dkatzner@wexner.net](mailto:dkatzner@wexner.net)

#### **Michelle Lynn-Sachs**

Chair

[michelle@spotlightcc.com](mailto:michelle@spotlightcc.com)

All of the Foundation's staff is 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.