



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

Volunteer Information Packet 2016

Thank you for your interest in volunteering with The Matzevah Foundation. Our work is dependent on the efforts, time, and talents of people like yourself and we are excited to have you join us in our work.

We are currently planning our projects in Poland for the summer of 2016. The contents of this document will provide you with more information regarding The Matzevah Foundation, our purpose, and the work we anticipate this summer.

Included in this packet are:

1. Introduction to The Matzevah Foundation (TMF)
2. TMF's Code of Ethics
3. Projects in Poland for 2016
4. Some FAQ's

We hope this information will help you learn more about our organization and will reinforce your desire to join us in this important work in Poland.

If you have not done so yet, please fill out the Volunteer Application located on our website at Matzevah.org. Your application will be received and reviewed. We will set a time in the future to conduct a telephone interview with you so we can get to know you better and allow you a chance to find out more about TMF. After that, your application will be considered by our Board members for approval. If approved, you will then be sent orientation materials and more information about the trip you're interested in.

After you review the enclosed documents, we would like to know what project in Poland in which you are interested. This will help us know where your interest lies for our planning purposes. Please contact us at Volunteer@matzevah.org to share with us which trip you're considering. We can then provide you with more information at that time.

Thank you!



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

Introduction to The Matzevah Foundation

The Holocaust or Shoah, literally meaning “destruction,” is one of the greatest moral and ethical failures in history. Poland has been called the “graveyard of Europe,” and for this reason The Matzevah Foundation (TMF) wishes to care for what was lost during World War II by honoring and remembering the Jewish heritage of Poland found scattered across the countryside in Jewish cemeteries. Caring for these cemeteries is vital mitzvah (a good deed done from religious duty), because virtually no one cares for them today and by so doing we can express truly God’s mercy and love (*Chesed Shel Emet*) in a practical and significant way for His people and their neighbors living today.

The Matzevah Foundation is cooperating with primarily Baptist Churches and Jewish organizations to organize volunteer trips to Poland in order to care for and restore Jewish cemeteries. TMF works in places where there are no longer Jewish communities or the community is too small or has aged to the point that it can no longer care for these cemeteries. TMF will organize volunteer groups consisting of only Jews, mixed groups of Jews and Christians, Polish volunteers, and groups of churches in Jewish cemetery restoration projects. Through Jewish cemetery restoration projects, we will remember and raise awareness of the plight of the Jews of Poland during the Holocaust (*Shoah*) and what occurred to their Polish neighbors at the hands of the Nazis during World War II. Both Jews and Poles suffered greatly due to the war. Three and a half million Polish Jews were systematically murdered, while nearly an equal number of their neighbors died as a result of the war. Proportionally speaking, Nazi Germany murdered ninety percent of the Jewish population in Poland, while decimating ten percent of the Polish population.

Steven D. Reece is Founder and President of The Matzevah Foundation. The Board of Directors also includes Jo Ann Siegienski, Secretary, Kevin Little, Treasurer. Dr. Robin Park serves as Director of Community, Rachel McRae, Director of Communications, Elaine Brown, Director of Development, and John Mark Folker, Director of Operations. An Advisory Board is also in place that contributes as appropriate.

Projects conducted in Poland include: Warsaw area including the largest Jewish Cemetery (Okopowa), the Praga Jewish Cemetery, the Otwock and Pruszków Jewish Cemeteries just outside of Warsaw and in the Jewish cemetery in Sochaczew, a city about 40 miles from Warsaw. Also included are Pruszków Jewish Cemetery, Zambrów Jewish Cemetery (ongoing). Additionally, TMF has partnered with the Auschwitz Jewish Center (AJC) to restore the Jewish cemetery in Oświęcim, Poland, a project which began in summer 2013, continued to summer 2014 and 2015, and will continue into summer 2016. In cooperation with the Krzepice community, a project was begun in the Krzepice Jewish Cemetery in summer 2015 which is ongoing. Projects include cleaning and clearing small trees, undergrowth, and debris and locating broken pieces of matzevot.

To learn more, visit our website at: www.matzevah.org



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

Also, follow us on Facebook at: facebook.com/Matzevah

The Matzevah Foundation Code of Ethics

1. **Loyalty and Commitment**

Officers and Agents of TMF will support the mission of the organization by promoting the activities of TMF and by participating in Jewish cemetery restoration projects, at least once every two years. Secondly, Officers and Agents of TMF will avoid conflict of interest in personal and business matters and will not seek to benefit financially in any way at the expense of the organization. Most importantly, Officers and Agents of TMF are public servants entrusted with the leadership of the organization; as such, they will not act selfishly to advance their own interests but will act selflessly for the good of the Jewish community, whom they serve, advancing what is best for all and in so doing placing the needs of the Jewish community, as well as those of others, above their own interests.

2. **Stewardship**

Officers and Agents of TMF will be good stewards of the resources entrusted to them, respecting the wishes of those who financially support the operation of the organization or those who contribute funds to TMF Jewish cemetery restoration projects, ensuring that funds and resources are used as designated. Secondly, Officers and Agents of TMF will not abuse organizational resources or seek personal gain from contributions, nor will they misappropriate funds and will ensure that they act in such a way to protect the property and resources entrusted to them.

3. **Integrity**

Officers and Agents of The Matzevah Foundation will be people of their word. Therefore, Officers and Agents of TMF will honor any commitment that they make, ensuring that they follow through on any promises or agreements made; they will faithfully execute their duties and obligations established in any cooperative effort or partnership, whether these actions are legally compelled or not. Examples of these agreements follow later in this document. Please see the following section (Section IX) for a discussion of cooperative and partnership agreements along with an example of an existing partnership agreement.

4. **Honesty and Transparency**

The Matzevah Foundation will be honest and transparent in all of its actions as it carries out its mission to educate the public about the Holocaust, or the Shoah, as well as to facilitate Jewish cemetery restoration projects in Poland. Officers and Agents of TMF will disclose all costs, fees, and expenses associated with operating the organization or associated with any Jewish cemetery restoration project in Poland. Officers and Agents of TMF will refrain from all deceptive acts and lying and will instead be honest and open in TMF's dealing with authorities or stakeholders (donors or recipients) regarding its mission and operation. Additionally, Officers and Agents of TMF will keep accurate financial records and disclose financial information as required ensuring privacy and confidentiality when possible. Please see Section IX at the end of this document for an



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

example of an estimated cost disclosure for volunteers desiring to participate in a Jewish cemetery restoration project in Poland.

5. **Dignity in Outside Relationships**

As a public charity established by a group of Christians to serve the global Jewish community, The Matzevah Foundation must be mindful of the Holocaust, or the Shoah, and its impact on Jews and particularly on Jews of Polish descent. Therefore, the Officers and Agents of TMF will not, nor will they seek to, proselytize Jews. Instead, as Christians, we seek to open a dialogue with the Jewish community towards reconciliation. We honor the Jews as the root of everything that we know about God, and for this reason, the motivation for our work is that of loving-kindness and love for neighbor.

6. **Justice**

The Matzevah Foundation and its Officers and Agents will act justly, being fair and non-discriminatory in its dealings with people and organizations.

7. **Responsible Citizenship**

As a tax-exempt non-profit organization, The Matzevah Foundation will not make contributions to any political party or to any candidate for political office, nor will it be involved in government or politics. Officers and Agents of TMF will instead strive to be good citizens of their communities and will respect local laws no matter where they are in this world. TMF wishes to advance the common good of the community through education about the Holocaust and through Jewish cemetery restoration projects.

8. **Cooperation and Openness in Dialogue**

Officers and Agents of The Matzevah Foundation will work to keep an open dialogue with the public about its work and will engage in dialogue any party who has a concern about the purpose or operation of TMF. Additionally, TMF and its Officers and Agents will work cooperatively with government officials in carrying out its Jewish cemetery projects in Poland.



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

2016 Projects

**Note: Dates, costs, and details of each trip are still being finalized. Please check our website at Matzevah.org or email us for most current information (Volunteer@matzevah.org).*

Krzepice, Poland (June 3-12, 2016)

- Located in southwestern Poland near Częstochowa
- Jewish cemetery in Krzepice dates back to the first half of the 18th century
- Along with the typical stone matzevot, this cemetery is unique in that it also has approximately 400 cast iron matzevot
- Goal is to clean and clear the cemetery of brush as well as clear the perimeter of the grounds
- TMF will partner with students and teachers from the Krzepice high school to complete the work.
- Estimated trip cost: \$ (includes airfare, lodging, food, and in country transportation)

Nasielsk, Poland (July 1-10, 2016)

- Located north of Warsaw
- Jewish cemetery in Nasielsk was established in the second half of the 19th century
- Unfortunately, there are no matzevot remaining because the cemetery was destroyed during World War II.
- Our work will be in cooperation with the Foundation for the Preservation of Jewish Heritage in Poland (FODZ). We will also be working with two gentlemen who are Jewish descendants of Nasielsk.
- Goal is to clean and clear the cemetery of brush, trees, and debris.
- Estimated trip cost: \$ (includes airfare, lodging, food, and in country transportation)

Markuszow, Poland (July 15-24, 2016)

- Located northeast of Lublin
- Jewish cemetery in Markuszow dates back to the early 20th century. During the German occupation, the cemetery was destroyed and the matzevot were used to pave roads.
- Our work will be in cooperation with the Foundation for the Preservation of Jewish Heritage in Poland (FODZ). We will also be working with an American gentleman who is a descendant of Markuszow.
- Goal is to clean and clear the cemetery of brush, trees, and debris. We will also locate hidden or buried matzevot and document inscriptions. At the end of the week there will be a commemoration ceremony of the cemetery.
- Estimated trip cost: \$ (includes airfare, lodging, food, and in country transportation)



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

Oswiecim, Poland (August 8-19, 2016)

- Located southwest of Krakow
- Jewish cemetery in Oswiecim dates back to the mid 18th century. During World War II, the area was heavily damaged by the Germans.
- Oswiecim is the town where the Auschwitz-Birkenau Concentration Camp was located during the War.
- Our work will be in cooperation with several organizations that include The Auschwitz Jewish Center, Dr. Caroline Sturdy-Colls, Fundacja Zapomniane, and Action Reconciliation.
- Our goal is to clean and clear the cemetery of brush and larger trees. We will also place memorial bases that will hold fragments of matzevot that have been collected from around the cemetery as well as around the vicinity of Oswiecim.
- Estimated trip cost: \$ (includes airfare, lodging, food, and in country transportation)

Radecznica, Poland (August 19-28, 2016)

- Located south of Lublin
- Our work will be in cooperation with Fundacja Zapomniane
- Our goal is to clear the mass grave site located here of its undergrowth.
- We will dig and pour a foundation and help to set up a memorial matzevah.
- We will participate in a commemoration ceremony at the end of the week
- Estimated trip cost: \$ (includes airfare, lodging, food, and in country transportation)



MATZEVAH מצבה

REMEMBERING - RESTORING - RECONCILING

Frequently Asked Questions

Do I need a passport to travel to Poland?

Yes. You need a valid passport from your home country. If you do not have a current passport or it will expire within the 6 months following the trip, then make immediate application for a new one (allow at least 60 days for this process).

Do I need any shots or vaccines before traveling?

The only requirement at this time is an up to date tetanus shot. You should have had a shot within the last 10 years.

How will I know if I'm selected to go on a trip?

Once your application is received and reviewed by The Matzevah Foundation (TMF), you will be contacted by the project coordinator for the trip you have interest in attending. A brief phone interview will be conducted. After the interview, your application will be reviewed by the TMF board and will be approved for a trip. You'll then be contacted with confirmation of your participation in the trip.

Do I need to pay a deposit to hold my spot on a trip?

Once you have confirmed with TMF that you are attending a trip, we will require a \$400 deposit within ____ weeks. The \$400 deposit is refundable should a personal reason come up that you cannot attend the trip. Mail a check for \$400 to:

The Matzevah Foundation
7742 Spalding Drive, No. 480
Norcross, GA 30092-4207

We will then need an additional \$1,000 by the time a plane ticket is purchased for you. This amount is not refundable.

Both deposit amounts will be applied to the total cost of your trip.

When will I find out how much the trip costs?

Total cost of the trip will be communicated to participants as soon as the team is set. Our desire is to give you an initial estimate of a trip when you express interest in a particular project. We will then communicate the final cost once the number of participants, dates, and projects are set.

What does the cost of the trip cover?

The total cost of your trip with TMF covers airfare, transportation on the ground, lodging, project fee and most meals. Any personal shopping you would like to do (souvenirs, additional food or activities) will not be covered.