

Procedure for Early Termination of Shlichut

There are several scenarios in which a Shinshin may return to Israel before the official end date of their service. Each case involves a different procedure and cost for changing the return flight. Below are the possible situations:

1. IDF Draft Order

If a Shinshin receives an official IDF draft order for July or early August, they must notify the community and the regional coordinator. The community is expected to accommodate an early return approximately two weeks prior to the draft date.

- Verification: The draft date must be verified by the Shinshinim program team.
 - Flight Change Cost:
 - If the return is more than two weeks before the draft date and approved by the community: the Shinshin pays for the ticket change.
 - If the return is within two weeks of the draft date: the Jewish Agency covers the cost.
-

2. Shinshin-Initiated Early Return

If a Shinshin requests to end their service early, and the community agrees, the Shinshin:

- Bears the full cost of the flight change.
 - Is not eligible for a second checked bag on the return flight.
-

3. Community Dissatisfaction or Policy Violations

In cases of serious misconduct or violations of program policies, the community and the program team may decide to:

- End the Shinshin's service mid-year
- Prevent the Shinshin from participating in summer camp placements

Such decisions require proper documentation and a formal process. All behavior concerns must be logged and reported. Dismissal from the program is subject to final approval by the Jewish Agency's management.

Required Process for Disciplinary Termination:

1. Supervisor updates the regional coordinator.
 2. Supervisor holds a clarification conversation with the Shinshin.
 3. If behavior continues or a serious incident occurs, update JAFI regional team.
 4. Conduct a warning meeting with the Shinshin, supervisor, educational lead, regional coordinator, and, if necessary, the program director.
 5. If no improvement is seen, conduct a hearing with the regional program team and the Head of Delegation. The parents of the Shinshin must be informed and a two weeks trial period must be given.
 6. The program team makes a recommendation, to be approved by:
 - The Director of the Shlichim Unit
 7. After approval, the regional team informs the Shinshin of the decision.
 8. The Shinshin program team contacts the Shinshin's parents to inform them of the outcome.
- Flight Change Cost: In disciplinary cases where a Shinshin is dismissed mid-year or removed from summer camp due to policy violations, the program covers the cost of the flight change.
 - In such cases, the Shinshin is not eligible for a second checked bag.