



BAR/BAT  
MITZVAH  
HANDBOOK

Temple Emanu El  
Orange Village, Ohio

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# ***Bar/Bat Mitzvah Handbook***

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## I. A MESSAGE FROM RABBI STEVEN L. DENKER

*FIVE YEARS IS THE AGE FOR THE STUDY OF SCRIPTURE, TEN-FOR THE STUDY OF MISHNAH, THIRTEEN-FOR BECOMING SUBJECT TO COMMANDMENTS, FIFTEEN-FOR THE STUDY OF TALMUD, EIGHTEEN-FOR MARRIAGE...*

*~Mishnah Avot 5:21*

Dear Parents:

This statement from the early Rabbis is the basis for *bar/bat mitzvah*. While most of us would shrink from the idea of our daughter or son being married by the time they were eighteen, the notion of our children developing their own responsibility for keeping the moral and ritual commandments is not lost on us as they turn this significant corner into their teenage years and beyond.

While our jobs as parents are hardly (perhaps never) done, no doubt you have already seen your offspring start to find his/her way in the world and exhibit a budding Jewish identity along with a maturing moral and spiritual compass. This early adolescent awakening is what our sages mean when they say that the thirteen year old has become “subject to commandments.”

By putting *bar/bat mitzvah* in the context of earlier and later stages in our children’s development, our tradition also recognizes that it is only one step along the way. Neither a beginning nor an end, this milestone acknowledges both the learning that has taken place and the growth that is yet to come.

The Temple Emanu El family looks forward to helping you mark this important moment in your lives and the blessing of continuing our partnership in your child’s progress toward young adulthood.

*~Rabbi Steven L. Denker*

## II. REQUISITES FOR BECOMING *BAR/BAT MITZVAH*

To be eligible for *b’nai mitzvah*, students must be enrolled in our Religious School program, including both midweek or Parent/Child Hebrew and weekend classes for a minimum of three (3) years, or attend an approved equivalent, through the seventh grade. Prior to having a date assigned, students new to the Religious School or with special needs will be evaluated by a staff member.

*Bar/bat mitzvah* does not mark the conclusion of a young person’s religious education at Temple Emanu El. Following seventh grade, **all students are expected to continue their Jewish education through our High School program.**

It is the policy of Temple Emanu El that the account of any member using the temple and its facilities must be in good standing. Final confirmation of any arrangements made may be withheld unless all dues, fees and assessments are paid up-to-date.

### III. ASSIGNMENT OF *BAR/BAT MITZVAH* DATES

*Bar/bat mitzvah* dates are assigned three (3) years prior to the *b'nai mitzvah* year, usually when the student is in the fourth grade. Every attempt is made to assign the date for *bar/bat mitzvah* as close to your child's 13th birthday as possible. It is the policy of Temple Emanu El that the *bar/bat mitzvah* shall occur no earlier than 30 days prior to the child's 13<sup>th</sup> birthday.

The *Torah* Portion from which your student will read is dependent upon the date and time of the service. You must make a commitment as to which service (Shabbat morning or afternoon) your child will become a *bar/bat mitzvah* by June of your child's 5th grade year.

When you receive your date, if there is a problem, immediately contact the *B'nai Mitzvah* Coordinator.

### IV. PREPARING TO BECOME *BAR/BAT MITZVAH*

*Al Sh'lo-sha d'va-rim ha-olam o-meid:*  
*Al Ha-Torah, v'al ha-a-vo-da, v'al g'mi-lut cha-sa-dim*

עַל שְׁלֹשָׁה דְּבָרִים הָעוֹלָם עוֹמֵד  
עַל הַתּוֹרָה וְעַל הָעֲבוּדָה וְעַל גְּמִילוּת חַסְדִּים.

**The world depends on three things: On *Torah*, worship, and acts of loving-kindness.**

In preparation for your *bar/bat mitzvah*, each student will be required to participate in the *mitzvot* of *Torah*, *Avodah* and *G'milut Chasadim*.

#### **TORAH** - Learning

As part of the *bar/bat mitzvah* service, students will read or chant in Hebrew, verses from the *Torah* and *Haftarah*. These verses come from the portion of the *Torah* read on the specific week and service time, and will be determined by the Rabbi and Cantor. Students will translate their verses in their entirety in two blocks, one after the *Torah* portion and its blessings and the second after the *Haftarah* portion and its blessings. Students are also required to give a *D'var Torah*, an original teaching about the message and meaning of the *Torah* portion, which will reflect their knowledge of its contents and its relation to the *Haftarah* portion. The *D'var Torah* should include what the portion means to them and to others and how they will apply this to the rest of their lives. The Rabbi will work with your child in preparing this talk.

Students receive materials specific to their *Torah* Portion at the Grade 6 "The Journey Continues" program. **If materials need to be replaced for any reason, you may be charged a replacement fee.**

### **AVODAH** - Worship

In order for students and their families to feel comfortable on the day of their *bar/bat mitzvah* and in making *Shabbat t'filah* a meaningful and ongoing part of their lives, each child is expected to attend a minimum of six (6) services during their *bar/bat mitzvah* year, four (4) of which must be at Temple Emanu El. It is advisable for your family to attend one or more *bar/bat mitzvah* services as soon as possible to have a true "picture" of what will be expected.

### **G'MILUT CHASADIM** (Acts of Loving Kindness)

Part of the process of becoming a *bar/bat mitzvah* at Temple Emanu El is gaining an understanding of the importance of *G'milut Chasadim* (Acts of Loving Kindness) in Judaism. As a part of their Grade 7 curriculum, students will work with their peers to identify a need in our community or the world and will then seek to address this need through a class project. We are happy to meet with you and your student, should they wish to complete an additional individual *mitzvah* project. Please contact our Youth and Family Program Director.

## **V. TUTORIAL**

Temple Emanu El is proud of the fact that our Cantor is the primary tutor for our children. Approximately six to eight (6-8) months before your child becomes a *bar/bat mitzvah*, you will be notified by the *B'nai Mitzvah* Coordinator to schedule an appointment with the Cantor. During this meeting, you and your child will have the opportunity to talk about *bar/bat mitzvah*, its meanings and significance, and ask any and all questions to make sure everyone is feeling comfortable and confident.

Approximately one week after the initial meeting with the Cantor, your child will receive additional materials necessary for *bar/bat mitzvah* and a tutorial schedule will be established. **Please note that you may be charged a replacement fee for any lost materials.** Your child will receive tutorial for approximately a six (6) month period. It is expected that your child will practice a minimum of 30 minutes each and every day.

Please make sure that you do not send your child to lessons sick with coughs, colds and illnesses. Since *bat/bar mitzvah* preparations are 'vocal' by nature it is both difficult to teach a sick student (they can become frustrated) and, of course, we need to protect the health of other students and staff as much as possible.

Throughout your child's religious school education, he/she will be learning the components and order of service. The *b'nai mitzvah* tutorial program will reinforce this learning. The *bar/bat mitzvah* should be able to decode the following prayers:

*Sh'ma* & blessings

*Bar'chuu*

*V'ahavta*

*Amidah (Avot-K'dushah)*

*Mi Chamochah*

*Shirah Chadashah*

*Tzur Yisrael*

*L'dor Vador*

*Ashrei*  
*Kiddush for L'eil Shabbat*  
*Kiddush for Shabbat morning*  
*Seder K'riat Torah*

*Torah blessings*  
*Haftarah blessings*  
*Tallit blessing*  
English readings from the *siddur*

The *bar/bat mitzvah* will learn his/her *Torah* and *Haftarah* portions through this tutorial.

Approximately 3 months prior to your child becoming a *bar/bat mitzvah*, you will be contacted to schedule the first of a series of meetings with the Rabbi. At these meetings, your child will be guided in the preparation of his/her *D'var Torah*, their original teaching about the message and meaning of their *Torah* portion. You will also be given a participants list to organize those who will participate in the service. At the final meeting, your child will have the chance to practice their *D'var Torah* from the *bema*. The Rabbi will also review the logistics for the weekend with the parents and student.

## **VI. SERVICES AND A WALK THROUGH THE WEEKEND**

### **Friday Evening at Temple Emanu El**

The family is expected to participate in the *Shabbat* evening service. Please plan to arrive at least fifteen (15) minutes prior to the start of the service.

The *bar/bat mitzvah* and immediate family usually lead the congregation in blessing the *Shabbat* candles and making *Kiddush*.

Many families choose to host a *Shabbat* dinner for their family before the service and/or sponsor the Pre-*Shabbat* Reception in honor of the *bar/bat mitzvah*. If you would like to have your *Shabbat* dinner at temple or sponsor the Reception, please contact our Executive Director. (See page 11 for more information on sponsoring the Pre-Reception.)

*Shabbat* morning and afternoon (*Mincha*) services are held at Temple Emanu El. Again, please arrange for all participants to be here at least fifteen (15) minutes prior to the start of the service.

The Morning service begins at 10:30 a.m. The afternoon (*Mincha*) service begins at either 4:30 or 5:30 pm. depending on the time of the year. During Daylight Savings Time, the service begins at 5:30 p.m. If you are unsure of the service time, please contact the *B'nai Mitzvah* Coordinator.

The requirements for both the morning and afternoon service are similar with just slight variations in the liturgy. All students will read *Torah* and *Haftarah*. Please keep in mind that the *Torah* and *Haftarah* portions for a morning service are different than those during the afternoon service.

*B'nai Mitzvah* families have priority in selecting those who are honored by being called to the *bema* during the service. When your child is preparing his/her talk, you will receive a form asking you to designate participants. The Rabbi and Cantor will work with you to help meet your family's needs in ways that are consistent with Jewish traditions, the practices of Temple Emanu El and the decorum of the service.

The *bar/bat mitzvah* will sit on the *bema* along with the Rabbi, Cantor and representatives of the congregation.

The *bar/bat mitzvah* will also read or chant *Torah* and *Haftarah* including corresponding blessings. Parents and honored guests will also have the opportunity to chant or read the *Torah* blessings. There are numerous other honors for family and friends.

At the Friday evening, *Shabbat* morning and afternoon services, representatives from the Board of Trustees, Brotherhood, and Women of Temple Emanu El may present certificates and/or gifts to the *bar/bat mitzvah*.

**Please remember, all services are open to the entire community.**

### **Worship Service Participants**

*Bar/bat mitzvah* families usually designate the following honors. You do not *have* to fill all the parts and others may be added, if necessary. To avoid embarrassment, be sure that everyone you select is familiar and comfortable with the part you assign.

### **FRIDAY EVENING**

**Candles & Kiddush:** The *bar/bat mitzvah* and immediate family usually lead the congregation in blessing the *Shabbat* candles and making *Kiddush*.

### **SHABBAT MORNING and AFTERNOON**

**Tallit Presentation:** Parents, grandparents or other relative(s) usually present the *tallit*.

**Open Ark for Torah Service:** This honor may be individual, shared or omitted.

**Aliyot:** (*Torah* Blessers – those who recite the blessings before and after the *Torah* reading.) The number of *aliyot* available depends on the number of *Torah* verses being read. The last *aliyah* is reserved for the *bar/bat mitzvah*. Parents are usually called up just before that. Temple Emanu El allows “group” *aliyot*.

**Hagbahah & Gallilah:** Lifting and wrapping the *Torah*. (At least two people)

**Closing Ark after Torah Service**

**Open & Close the Ark for Aleinu**

**Other considerations:**

- If desired, the names of your family's deceased loved ones may be remembered on a special *Kaddish* list.
- Temple Emanu El permits non-Jewish relatives of *b'nai mitzvah* to

participate on the *bema* in selected roles. Please consult with the Rabbi if this is a need for your family.

### **Ushers**

As part of the *B'nai Mitzvah* program, there are many details to manage, one of which is ushering at a *bar/bat mitzvah* service immediately prior to your own. This gives each family the opportunity to participate in and familiarize themselves with the *Shabbat* morning or afternoon service. It will also give your child the opportunity to fulfill a service requirement as part of the preparation for becoming a *bar/bat mitzvah*.

As ushers, prior to the service, you will greet congregants and hand out prayer books and *B'nai Mitzvah* booklets (if requested by the family) to the guests. You will need to be at temple no later than twenty (20) minutes prior to the start of the service and may leave at the conclusion of the service.

You will receive a schedule of the *b'nai mitzvah* families and the dates/times that have been assigned. If there is a conflict with your assigned date or if you would like to choose another service to usher, please call another family on the list to switch dates and then notify the office of this change.

### **A Word about Parents' Words**

The parents' opportunity to publicly address, congratulate and offer prayer on behalf of their child on the occasion of their becoming *bar/bat mitzvah* is a very special moment. Please note that you are speaking to your child at this time and not the congregation. In preparing your remarks, be mindful of the context as part of a worship service, along with the sensitivities of both the congregation and your son/daughter. Remember that your child will be standing and facing you, so you will want to tailor your speech to your child's attention span.

It is appropriate for you to point out your child's special positive qualities and attributes while telling them how proud you are of her/him. However, recounting your child's entire history from birth is not necessary.

The Rabbi or Cantor will be glad to help you compose your remarks and prepare a blessing for your child.

### **Use of Kippah and Tallit**

As with all other personal observances, the congregation encourages the family to do what is meaningful to them. The *bar/bat mitzvah*, family, and guests, therefore, have the option to wear either or both. As *tallit* come in a variety of sizes, please make sure the *tallit* selected for the *bar/bat mitzvah* is of the appropriate fit.

### **Appropriate Attire**

Temple Emanu El does not have a formal dress code for attendance or participation in worship services. We rely on your discretion and sense of propriety in making clothing

choices that maintain the sanctity of our worship service. It is recommended that the *bat/bar mitzvah* student and others who will be on the *bema* wear “business attire.” In other words, if you would not wear it to a job interview, it is most likely not appropriate for a synagogue service.

### ***B’nai Mitzvah* Service Booklet**

We will make available to you our *b’nai mitzvah* booklet, which is customized for the *bar/bat mitzvah*. This printed booklet is given to your guests and contains information about the service and the meaning of *b’nai mitzvah*. The booklet is printed on white paper. If you would like a color cover or copy, you must supply your own paper. Paper left in the office after a week will be considered a donation to the congregation. **This booklet is available at no additional charge to you; however, you must request the booklet a minimum of one month prior to the date of the *bar/bat mitzvah* through our *B’nai Mitzvah* Coordinator.**

### **Young Children at Services**

Temple Emanu El is always pleased to have young children with us at worship. However, in respect for the *bat/bar mitzvah’s* hard work preparing for the service, worshippers should exercise discretion in supervising children and, if necessary, remove them from the sanctuary. Our Konigsberg Life Cycle Celebrations Room is located just off the sanctuary for your use.

### ***Kiddush***

At the conclusion of the service a standard *Kiddush*, which includes wine, grape juice, challah, pastries, set up, and breakdown, will be provided for you. Should you wish to extend your *Kiddush* or host a more elaborate *Kiddush*, please contact our Executive Director.

## **VII. PLANNING YOUR *SIMCHA***

As soon as your date is confirmed, you should be thinking and planning for this occasion. We suggest that arrangements for the *bar/bat mitzvah* and its celebration be kept simple and dignified, fitting a religious occasion.

### **Community Among *B’nai Mitzvah* Families**

The members of Temple Emanu El are a family. We help one another. As such, families who have been through the *b’nai mitzvah* process are here to help you. If you would like to be paired with a mentor family, please contact our *B’nai Mitzvah* Coordinator.

We encourage your child to invite the students in his/her religious school class to their *b’nai mitzvah* celebration.

## **Caterers**

Arrangements with a caterer should be made as far in advance as possible. Although Temple Emanu El will provide for your *Kiddush*, you may choose to do something more elaborate and have it catered. Please let the temple office know if you are hiring a caterer for your *Kiddush*.

Temple Emanu El is a lovely and convenient facility for hosting your *simcha*. We will, of course, help you in every way. Our social hall is available for your use for an extended *Kiddush*, luncheon or evening reception. A large selection of colorful linens is available. To make arrangements for the use of temple facilities and to order linens, please contact our Executive Director. A deposit will be required at the time of the booking.

**Catering and Food Service:** Self-catering is never permitted. Approved caterers are those who can supply a copy of their Certificate of Insurance and Food Service License to the Temple at least two (2) weeks in advance. Forms should be faxed to 216.454.1305 or emailed to rhiger@teecleve.org. Caterers are to leave the kitchen in the same order in which it was found.

All food and drink must be consumed in the room in which they are served.

Meals for custodial help are to be provided by the renter. Please take note of the number of custodians staffing your event.

## **Food Allergy**

Temple Emanu El is a “nut-free” facility. No food containing nuts or peanut oil may be brought into the facility or served in any form.

## **Kashrut**

No pork or shellfish products may be brought in or served in Temple Emanu El at any time.

Milk and meat cannot be served together at any time. The menu for a cocktail hour and the main meal may contain either permitted meats or dairy products but not both. If meat is served during the cocktail hour and/or the main meal, then food containing dairy products of any kind may be offered ONLY at a dessert course that is served afterward and separate from the main meal.

Temple Emanu El reserves the right to review and approve your menu. Questions may be referred to the Executive Director or Rabbi.

## **Other items to note:**

- All evening receptions must end no later than 12:30 a.m.
- Only those rooms that are assigned for a reception or ceremony and for which a rental charge has been levied are to be used.
- You are responsible for providing chaperones for the youth within the building.
- The temple is not responsible for personal property left in an unattended

checkroom.

- We are a non-smoking campus.
- Firearms are not permitted on the premises.

### **Publicity**

We will publish an announcement of the *bar/bat mitzvah* in our TEE Bulletin and website along with your child's photograph. Please refer to appendix I on page 15 of this booklet.

### **Pre-Shabbat Reception**

Prior to the *Shabbat* evening service the Women of Temple Emanu El provides the Pre-*Shabbat* Reception. We hope that you will consider sponsoring this reception in your child's honor with a minimum donation of \$375. Please contact our Executive Director if you would like more information on sponsorship.

### **Pictures**

You may make arrangements for your photographer to take pictures 90 minutes prior to child's *bar/bat mitzvah* service. **To ensure use of the sanctuary, please contact the Executive Director a minimum of one week in advance.** If photographs or video are taken during the service, the equipment must be set up to the side and rear of the sanctuary so as not to be obtrusive. Under no circumstance is flash photography to be used during the service. Photographs may also be taken at or after the *Kiddush*.

### **Video Streaming**

We offer live video streaming of the service. This will allow those who are unable to attend to watch and listen to the service live online from their home computers. If you are interested in having your lifecycle service streamed, please contact our Executive Director. The fee for streaming, which includes a DVD, is \$250.

### **Contributions**

It is a well-established tradition to make contributions on occasions of a *simcha*. A donation to any one of the various temple funds including the Rabbi's and Cantor's discretionary funds in honor of your child's *bar/bat mitzvah* ceremony would certainly be appreciated and within the spirit of this practice.

## **VIII. FEES**

The *B'nai Mitzvah* fee of \$1700 will appear on your Temple Emanu El statement immediately following date assignment. It is payable over the next 3 years but must be paid in full eight (8) months prior to your service date. The fee covers the following costs: meetings and tutorials with the clergy including all related materials; Sanctuary and Atrium rental; administrative, custodial and server costs; and standard *Kiddush*, following the service.

Final confirmation of any arrangements made may be withheld unless all dues, fees and assessments are paid up-to-date.

## **IX. B'NAI MITZVAH PLANNING TIMELINE** (For Parents and Student)

As soon as your date is confirmed, you should be thinking and planning. This is by no means a complete timeline; however, it's a great place to begin. If you have questions at any time, please give us a call.

### **ONE TO THREE YEARS PRIOR TO BAR/BAT MITZVAH**

1. Become familiar with your available choices of locales, caterers, photographers, DJ's or any other professionals you may be utilizing. Sign contracts as necessary. (Keep in mind that some of the top professionals get booked as soon as the date is assigned.)
2. If you will be holding any part of your celebration at Temple Emanu El (Shabbat dinner, extended *Kiddush*, luncheon, and/or evening affair), contact our Executive Director to confirm use of the room(s).
3. If you would like to work with a mentor family, now is the time to request one.

### **ONE YEAR PRIOR TO BAR/BAT MITZVAH**

Make sure your *B'nai Mitzvah* fee is paid in full. All other fees, dues and/or assessments must be paid up-to-date before you can move on.

### **SIX TO EIGHT MONTHS BEFORE BAR/BAT MITZVAH**

1. You will receive a notification from the office asking you to schedule an appointment with the Cantor. After this initial appointment, your tutorial will be scheduled.
2. At six (6) months you may think about sending out a "SAVE THE DATE" letter to out-of-town family and friends (some send to everyone). This letter can discuss your schedule for the weekend and the hotel you have chosen for your guests to stay at with a phone number for them to make reservations ahead of time.

### **FOUR TO FIVE MONTHS PRIOR TO BAR/BAT MITZVAH**

1. Etiquette requires invitations to be mailed six to eight (6-8) weeks in advance, so now is the time to select and order your invitations. This allows time for re-ordering in case of printing errors. HINT: Always order additional envelopes in case of addressing errors. The Women of Temple Emanu El have a lovely selection of invitations available for you to order.
2. Continue tutorial with the Cantor.
3. Practice, practice, practice!!!

### **THREE MONTHS PRIOR TO BAR/BAT MITZVAH**

1. You will be contacted by the Rabbi's office to schedule an appointment to begin writing your *D'var Torah*.
2. Continue tutorial and practice, practice, practice!
3. Order *kippot* (if choosing to use them) and a *tallit*.

### **TWO MONTHS PRIOR TO *BAR/BAT MITZVAH***

1. Contact our Executive Director if you wish to sponsor the Pre-Reception on Friday night or are having your *Shabbat* dinner at the temple.
2. Continue tutorial and practice, practice, practice!

### **SIX TO EIGHT WEEKS PRIOR TO *BAR/BAT MITZVAH***

4. Contact our *B'nai Mitzvah* Coordinator to order your *Bar/Bat Mitzvah* booklet.
5. Continue to practice, practice, practice!!!
6. Mail invitations.
7. Discuss menu ideas with your caterer.

### **ONE MONTH PRIOR TO *BAR/BAT MITZVAH***

1. Complete the list of service participants you were given. Make sure you have the Hebrew names necessary for anyone called up during the *Torah* service.
2. Start putting your thoughts together for the parent's speech you might be giving during the service.
3. Make sure you are scheduled for two (2) 1 hour tutorial sessions to practice in the Sanctuary with the Cantor and/or Rabbi in the two weeks prior to your service.
4. Continue to practice, practice, practice!!!
5. Contact the Cleveland Jewish News if you wish to publicize your Bar/Bat Mitzvah information.

### **TWO WEEKS PRIOR TO *BAR/BAT MITZVAH***

1. If any of your celebration will be at Temple Emanu El, contact our Executive Director to finalize your plans. (i.e. decide on number and colors for tablecloths, napkins and complete set up sheets for reserved rooms at temple).
2. Contact caterer with final numbers.
3. Optional extras:
  - a. Prepare hotel bags to welcome out-of-town guests (Place the schedule and directions to all necessary locations for the weekend, plus some goodies!)
  - b. Put together a basket of toiletries to put in ladies' restroom at Temple.

### **XIII. IMPORTANT CONTACTS**

**Temple Emanu El ..... 216-454-1300..... [www.teecleve.org](http://www.teecleve.org)**

Rabbi Steven L. Denker .....216-454-1211.....[sdenker@teecleve.org](mailto:sdenker@teecleve.org)

Cantor Richard D. Lawrence .....216-454-1215...[rlawrence@teecleve.org](mailto:rlawrence@teecleve.org)

Renee Higer, Executive Director .....216-454-1209..... [rhiger@teecleve.org](mailto:rhiger@teecleve.org)

Judi Roseman, *B'nai Mitzvah* Coordinator .....216-454-1216....[jroseman@teecleve.org](mailto:jroseman@teecleve.org)

#### **Women of Temple Emanu El**

Diane Zucker, Invitations .....330-425-1212



Please note: All information located herein is subject to change without notice.

TEMPLE EMANU EL  
**BAR/BAT MITZVAH PUBLICITY RELEASE FORM**

Date \_\_\_\_\_

Temple Emanu El  
4545 Brainard Road  
Orange Village, OH 44022

Temple Emanu El will publish your child's picture and notice of the service in our Temple Bulletin and on our website. You will be notified well in advance of publishing deadline dates.

Please make sure that you submit a picture, either by email (jpeg or tiff format only, high resolution) or US mail, along with this release form.

\_\_\_\_\_ I am requesting our child's photo not be published.

PARENT SIGNATURE \_\_\_\_\_

\*BAR/BAT MITZVAH NAME: \_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_

TIME OF SERVICE: \_\_\_\_\_

\*PARENT'S NAMES TO BE LISTED: \_\_\_\_\_

\*Please state exactly how names are to be listed.

Appendix I  
Revised 2/15