



CONGREGATION SHA'ARE SHALOM

Affiliate of the United Synagogue of Conservative Judaism

Tree Of Life Ordering Process

- Requester completes order form
- Sends completed form to: Congregation Sha'are Shalom, Attention Administrator, P.O. Box 4518, Leesburg, VA 20175
- Congregation Sha'are Shalom Admin will place engraved leaf in next available slot
- Checks will be processed directly by Congregation Sha'are Shalom Admin and working with the Treasurer, will deposit checks in the _____ Fund
- Completed forms will be placed in Ways and Means Mailbox
- Completed order forms will be collected by Ways and Means by the 15th of each month (excluding Shabbat and Jewish Holidays)
- Collected forms will be sent as one batch, on the 16th of each month, and sent to Ascalon Studios for engraving
- Required minimum for engraving is 10 plaques per batch (Batch includes Yahrzeit Plaque forms)
- Ascalon will complete engraving and return completed plaques within a 4 week lead time
- Plaques will be delivered to CSS to the attention of: Ways and Means
- Installation of plaques will be handled by Ways and Means Committee
- Backup to Ways and Means will be House Committee Chairperson

Plaque Installation as follows:

- Installed in order of receipt
- First leaf will be placed randomly on the tree.
- Second leaf will be placed randomly on the tree and so on.
- People who are purchasing multiple plaques and wish to keep family members together, will also be honored as long as they are purchased at the same time
- Once plaques are installed they are permanent and will not be moved

Important Notes

The purpose of The Tree of Life is to commemorate a life event, or achievement of any kind. Examples are birth announcements, Bar/Bat Mitzvahs, graduations, weddings, and other life celebrations.