

# **EAST COAST SAGE CIRCLE STAFFING FEE POLICY FOR THE WOMAN WITHIN TRAINING WEEKEND**

Business Area of Responsibility: Training Director

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## Policy:

EAST COAST SAGE CIRCLE, Inc. (ECSC) will require staffing fees from all staff members of the Woman Within Weekend Training (WWTW) to help defray costs for meals and lodging. The staffing fee will be based on the actual costs charged by the site for lodging and meals, but do not reflect the full per person fee charged by the site, only a portion of the actual charges.

ECSC will offer a substantially reduced staffing fee for women who have staffed more than three times.

## Procedure:

The staffing fees will be established by the Board of Directors of ECSC, Inc. and published on the fee schedule.

The staffing fee is also required for all paid staff for the Woman Within Training Weekend (Weekend Leader, Facilitators, Team Leader) including staff from out of the ECSC territory.

From time to time the Board of ECSC will waive staffing fees for those women who are filling a need on the Woman Within Training Weekend due to staff shortages.

No woman will be denied staffing because she does not have the ability to pay. A woman who does not have the ability to pay will inform the treasurer of what she can afford to pay and will submit it to cover her staffing fees. The ECSC treasurer will waive the balance. The treasurer will inform the administrator that the woman who doesn't have the ability to pay has met her obligation of staffing fees. The administrator will mark the women as "paid" on the staff list used to collect staff fees at the Woman Within Training Weekend.

From time to time, the staffing committee will waive the staffing fee to recruit women for essential staff positions on the WWTW, such as, but not limited to Facilitators in Training.