

EAST COAST SAGE CIRCLE WORKSHOP CO-SPONSORSHIP POLICY

Business Area of Responsibility: Community Affairs

Author: Community Affairs Director

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POLICY:

East Coast Sage Circle, Inc., (ECSC) is interested in co-sponsoring workshops with likeminded communities or vendors for continued personal growth and educations of it's members. Co-sponsoring will only be considered for those workshops, and with those communities and vendors that are in alignment with the mission of ECSC, Inc. ECSC may accept or reject co-sponsorship or refer an event for endorsement (see policy)or advertising (see policy) or to an ECSC local region at the Board discretion. ECSC may initiate or solicit a co-sponsoring relationship or a community or vendor may solicit ECSC to co-sponsor a workshop.

DEFINITIONS:

Co-sponsorship is to be a collaborative arrangement between ECSC and communities, or vendors involving shared planning, budgeting, investment, promotion and logistical work. The proceeds or losses will be shared as agreed upon by both parties in writing.

Agreements made according to this policy are assumed to be for a one time event, unless ECSC and the co-sponsoring organization specifically agree to a longer term arrangement in writing on the attached form.

This policy does not cover the following type of workshops:

1. The Woman Within Training Weekend.
2. Any staff training required by Woman Within International Ltd. (WWIL) under the licensing agreement with ECSC.
3. Workshops endorsed (see policy) by ECSC.
4. A workshop that is solely initiated and sponsored by ECSC and that ECSC takes full responsibility for.

Workshop is defined as any training event that offers education and a personal growth opportunity.

Vendor refers to any private trainer, individual workshop leader or organizer.

A Community is defined as a group of like minded individuals.

ECSC reserves the right to make exceptions to this policy at the discretion of the ECSC Board of Directors for groups affiliated with ECSC including but not limited to the Mankind Project.

PROCEDURE:

Communities or vendors wishing to join with ECSC in co-sponsoring a workshop must complete and submit the attached proposal form to the Board of Directors of ECSC via the Community Affairs

Director or Administrator a minimum of 120 days prior to the event. Approval or disapproval will be by a majority vote of the ECSC Board of Directors at a regularly scheduled meeting.

The proposal form submitted by the co-sponsor includes information on the workshops intention, objectives, costs (including accommodation for those unable to pay), target audience, evaluation procedures, and qualifications of the workshop leaders for presenters. An outline of the workshop should be attached, including a description of the instructional formats to be used. Appropriate general liability insurance policy should also be attached. The proposal form will include a proposed budget and how the co-sponsor will include ECSC's participation in decisions relative to marketing, costs, logistics, and staff.

The co-sponsor must commit to provide an evaluation and a complete financial summary including costs and revenue amounts along with a check or invoice representing the agreed upon share in proceeds or losses, within a month after the completion of the workshop.

Should an ECSC Board member have any personal interest in the proposed co-sponsorship relationship or workshop, as defined the ECSC Conflict of Interest Policy, that ECSC board member will be deemed in a "Conflict of Interest" and will be excused from the discussion and vote.

ECSC will be responsible for promoting the workshop to members. The co-sponsor will also be responsible for marketing and promotion. ECSC will use the following means to promote the co-sponsored workshop.

1. All promotional literature will use the phrase "co-sponsored by East Coast Sage Circle"
2. ECSC will publish advertisements in the Check-In newsletter which is emailed to members on a quarterly basis.
3. ECSC will post announcements to members via the ECSC web site and individual emails. The ECSC Administrator is responsible for posting the promotion.
4. ECSC may provide direct postal mailing of promotional literature to ECSC members.

Under no circumstances will ECSC provide postal or email addresses of members to any co-sponsoring organization, community or vendor.

CO-SPONSORSHIP PROPOSAL FORM

Name of proposed co-sponsor:

Contact person:

Address:

Phone:

Fax:

Email:

Title of workshop:

Names and Qualifications of Presenters:

Intention of workshop (includes format and educational procedures, attach an outline of the workshop)

Learning Objectives:

Cost: (include accommodations for those unable to pay)

Target Audience:

Evaluation Procedures:

Explain collaboration with ECSC: How will ECSC members participate in decision making that effect financial outcomes. Include a tentative budget.

CO-SPONSORSHIP AGREEMENT FORM

I _____ (contact person) representing
_____ (co-sponsoring organization) understand the ECSC Co-
sponsorship policy and procedures. Should the proposal be accepted by the ECSC Board of Directors, I
understand this agreement obligates _____ (co-sponsoring
organization) to share responsibility for all contractual, financial, promotional, and logistical
arrangements. And to share in all expenses, profits and/or losses of the _____
_____ (name of the workshop.) The agreed
upon split of profits/losses is _____.

I will be responsible for delivering a financial summary of the workshop, along with the program
evaluation and appropriate remuneration or invoicing, to ECSC within a month of the workshop
completion.

For co-sponsoring organization:

For ECSC Board of Directors:

contact person

Community Affairs Director

ECSC use only:

Date received: _____ Date of Board meeting scheduled to consider _____

Notify contact person of receipt and schedule for consideration (date) _____
ECSC Board action taken: ___ approved ___declined ___tabled and rescheduled for___
___sent to local community ___appropriate for endorsement ___advertisement
Notify contact person of action taken: date_____ via_____attach a copy. Send a copy of this agreement