

# EAST COAST SAGE CIRCLE WORKSHOP ENDORSEMENT POLICY

Business Area: Community Affairs  
Author: President and Community Affairs Director  
Status: Approved on 5-17-04

## **POLICY:**

East Coast Sage Circle, Inc. (ECSC) is interested in endorsing workshops for continued personal growth and education to women who have completed the Woman Within Training Weekend. Endorsement will only be considered for those workshops that are in philosophical alignment with the ECSC Community's mission and intention. ECSC Endorsement is intended for workshop events that target the entire community Maine to Florida and not for specific regional events and workshops which would fall under the auspicious of the specific ECSC local region.

Agreements made according to this policy are assumed to be for one event, one time only, unless specified in writing in the agreement.

## **DEFINITIONS:**

Endorsement means ECSC will lend its name advertise and collect a fee for these services from the vendor organization. ECSC will not assume any administrative or logistical function or any financial responsibility. Individual volunteers from within the ECSC community may be used, should the individual choose.

A vendor organization means all groups/trainers/workshop leaders and organizers. This includes New Warrior (MKP), Woman Within International (WWI), Tosi and Associates and any other group of workshop organizers. This policy excludes the Woman Empowering Women workshop in which ECSC already has agreement with WWI. This also policy also excludes any staff training required by WWI under the licensing agreement for the Woman Within Weekend.

A workshop is any event, weekend, one day or less, in which a vendor organization charges participants a fee, that offers educational and personal growth opportunities for women.

Sponsorship is a workshop brought to the ECSC community directly by the ECSC Board and solely sponsored by ECSC. ECSC would have sole administrative, logistical and financial responsibilities. Any proceeds would come to ECSC alone.

## **PROCEDURE:**

Workshops that wish to be endorsed by ECSC, must submit an application in writing on the attached application form, to the Board of Directors of ECSC via the administrator for

their consideration. Approval/Disapproval will be by a majority vote of the ECSC Board of Directors.

The application includes information on the workshop's intention, objectives, costs, (including accommodation for those unable to pay), target audience, evaluation procedures, and qualifications of presenters. An outline of workshop should be attached that includes what instructional procedures and formats will be used during the workshop. The organizers must also make a commitment to share the evaluation of the workshop with the East Coast Sage Circle Board of Directors within a month after the completion of the workshop. Should an ECSC Board member have any interest in the applying workshop, as define in 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. (See ECSC Conflict of Interest Policy).

Once approved, the vendor organization will be notified by the ECSC administrator and the vendor organization agrees to pay ECSC 10% of their gross receipts within one month of the workshops completion.

Endorsement entitles vendor organizations to any or all of the following:

1. The vendor organization may use the phrase "endorsed by East Coast Sage Circle" on their promotional literature.
2. ECSC will publish a one-time complimentary half page advertisement in the Check-In Newsletter. Vendor organization must follow the guidelines as stated in the advertisement policy established by the ECSC Board and be submitted within the advertisement deadlines. Vendor organizations may upgrade to a full page advertisement for the additional cost of a full page advertisement.
3. ECSC will provide one direct mailing to members. The vendor organization will completely prepare their brochure or flyer for mailing, including folding, stuffing in an envelope and affixing postage. The appropriate number of pieces to be mailed will be delivered to the administrator of ECSC who will address and mail it. A list of the ECSC members and addresses will not be made available to the organizer.
4. ECSC will advertise the endorsed workshop only to the ECSC email list. This can occur twice prior to the date of the workshop. ECSC administrator will send the advertisement. Under no circumstances will the email addresses be given to the vendor organization.

Should the vendor organization of an endorsed event miss a deadline or not take advantage of all of the entitlements listed above, it does not excuse the vendor organization from the 10% gross receipts service fee.

EAST COAST SAGE CIRCLE  
WORKSHOP ENDORSEMENT APPLICATION FORM

NAME OF VENDOR ORGANIZATION:

CONTACT PERSON:

ADDRESS:

PHONE:

EMAIL:

TITLE OF PROGRAM:

INTENTION OF WORKSHOP: (include format & educational procedures, attach an outline if available)

LEARNING OBJECTIVES:

COST (include accommodations for those unable to pay)

TARGET AUDIENCE:

EVALUATION PROCEDURES:

NAMES AND QUALIFICATIONS OF PRESENTERS:

I \_\_\_\_\_, representing \_\_\_\_\_  
(contact person) (name of vendor organization)

understand the ECSC workshop endorsement policy and procedures. Should this application be accepted by the ECSC Board of Directors, I understand the use of any one or all of the entitlements offered by ECSC obligates \_\_\_\_\_ to the 10% gross receipts of the workshop and I will be responsible for mailing it to ECSC within a month of the completion along with the program evaluation.

Attach any available promotional literature.

For ECSC use only:

Date received: \_\_\_\_\_ Date of Board meeting schedule  
for \_\_\_\_\_

Notify contact person of schedule date \_\_\_\_\_

ECSC Board action taken \_\_\_ approved \_\_\_ declined \_\_\_ tabled rescheduled  
for \_\_\_\_\_

Notify contact person of action taken: date: \_\_\_\_\_ via \_\_\_\_\_ (attach copy)