



Fellowship of Reconciliation, Box 271, Nyack, New York 10960, 845/358-4601

Nonviolence Training Organizer-Facilitator Agreement

ORGANIZER' SECTION

This agreement can help organize a nonviolence training program so that it is the most positive experience for participants, organizers and facilitators. It will be our shared agreement and will help all of us to be "on the same page". Hours of planning take place before a training, and still situations will arise last minute! This agreement will help you prepare ahead of time most of the major elements needed for the program. Please complete, sign, and send the form to the Facilitator who is your main contact to signify a mutual commitment to the training event. The Facilitator will sign and return a copy to you.

Basic Information (print)

Name: _____ Phone: _____ Email: _____

Address: _____

Sponsoring Group(s): _____

Training Dates: _____ Times: _____
(start & end times each day; total 20 contact hours, not including meals & long breaks)

Location: _____

(site name and place, contact person, address, phone, email)

Participants: _____ (minimum 20 registered 2 weeks before training---maximum 30; all to be present for total program)

Facilitator Housing and Meals:

Please state where the facilitators will be housed and take meals, whether a motel or a local private home:

Name: _____ Phone: _____ Email _____

Address: _____

Facilitators' Local Transportation:

Please indicate how transportation locally to and from the training site will be provided:

Training Materials & Supplies the Organizer will arrange to provide:

- Large room with good lighting and windows
- Chairs in a single circle
- Small, covered, low table in the center of the circle
- Wooden matches, tea candles (one per person), and a short thick candle
- Easel, 1 newsprint pad, large markers, masking tape
- One pack of 8 ½ X 11 paper for drawing, signs, etc.
- Meals & snacks
- Video Tape System
- CD player
- Name tags
- Assorted pens & pencils
- Crayons
- FVTW manuals: order from FOR
- Training packets: order from FOR
- Other _____

NOTE: *From Violence to Wholeness (FVTW)* is the manual in this training program. Each participant should be encouraged to purchase the manual and be able to review it before the training. The cost is \$20 each, plus postage. The other resource participants need is a training packet, for which the at cost rate is \$2 each plus postage. The FOR Bookstore can send the manuals and packets to you if you contact them a couple of weeks before the training at (845) 358-4601 or bookstore@forusa.org.

Finances

The FVTW program requires leadership by 2 facilitators. The Organizer agrees to see that the following items will be paid or supplied. (Refer to the guideline form which helps to estimate these expenses.)

Fixed Expenses

- o \$900 Stipends for 2 Co-Facilitators @ \$450
- o \$100 Contribution to FOR for program support
- o \$2 each + postage Packets (from FOR)
- o \$20 each + postage FVTW Manuals (from FOR)
- o

Variable Expenses

- o Varies Travel Expenses of Co-Facilitator #1
- o Varies Travel Expenses of Co-Facilitator #2
- o Varies Housing/Meals for 2 Co-Facilitators
- o Varies Meals & Snacks for Participants and Facilitators
- o Varies Facility Rental
- o Varies Local advertising – copying – mailings – supplies & equipment

Payments for the two Facilitators’ stipends and expenses, plus a \$100 check payable to FOR as a donation, are due on or before the training date.

Organizer Signature X _____

Date _____

Date Training Starts _____

This form is not designed to be a contract and your signature on this form is not legally binding. It is important, however, that this agreement be seen as a covenant between the organizer and facilitators to provide all necessary support to ensure the best experience for everyone involved.

*From *Violence to Wholeness* by the Pace e Bene Nonviolence Service was adopted and adapted by FOR 6/2000.



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CO-FACILITATORS' SECTION

Basic Information

Co-Facilitator #1/Main Contact: _____

Address _____

Phone _____ Email _____

Co-Facilitator #2 _____

Address _____

Phone _____ Email _____

Training Materials & Supplies the Facilitator will arrange to provide:

- | | |
|--|--|
| <input type="checkbox"/> Registration/ Sign-in Forms | <input type="checkbox"/> CDs and Video Tape |
| <input type="checkbox"/> Prepared Newsprint | <input type="checkbox"/> Agenda |
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Training resource materials, manuals, packets |
| <input type="checkbox"/> Chime or Bell | <input type="checkbox"/> Verification of travel expenses |
| <input type="checkbox"/> Other _____ | |

Signature: X _____ **Date:** _____

Signature: X _____ **Date:** _____

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FELLOWSHIP OF RECONCILIATION SECTION

- Provides training, consultation, networking, and referrals to Facilitators
- Coordinates and helps standardize trainings
- Advertises training (website, local groups, religious peace fellowships, etc.)
- Prepares and mails training packets of Organizer; Mails Manuals to Organizer
- Reviews Participants' evaluations of Facilitators