



REGISTRATION INFORMATION

5-Day Retreat

Facilitating from the Inside Out: Leading with Compassion and Clarity

With **Kathleen Macferran and Karl Steyaert**
Cascadia Retreat Center in Mount Vernon, WA USA – October 10-15, 2010

Hello! Below you will find a comprehensive detail about our upcoming retreat. Please do not hesitate to contact the retreat coordinator at 206-325-5678, if you do have any questions, or email joanne@freedom-project.org.

About the Venue:

Cascadia Retreat Center/Camp Brotherhood is a beautiful 200 acre retreat center an hour north of Seattle, WA and an hour and a half south of Vancouver, BC. Rabbi Raphael Levine and Father William Treacy met in 1960 and discovered a bond of kinship that crossed the boundaries of religion, culture and ethnicity. During fourteen years co-hosting the award winning Television program, "Challenge," they positively influenced the entire Puget Sound Region as they addressed the issues of the day from their interfaith perspectives. As a result of their friendship and with the help of friends in the business community, they purchased a dairy farm in Skagit County and in 1968 founded Camp Brotherhood to provide a beautiful setting in which to foster better understanding and harmony between and among religious faiths, families and individuals. This Rabbi and Catholic Priest never intended to eliminate the differences between faith traditions or create a uniformity of religions; "interfaith" for them meant celebrating and honoring differences while building cooperation based on shared values.



Cascadia Retreat Center/Camp Brotherhood

24880 Brotherhood Road
Mt. Vernon, WA 98274-7082
(360) 445-5061
www.campbrotherhood.com

Facilitators: Kathleen Macferran and Karl Steyaert

Kathleen Macferran, *Certified Trainer, Center for Nonviolent Communication, owner Strength of Connection in Seattle, WA*

Kathleen Macferran is a Certified Trainer of Nonviolent Communication and offers Nonviolent Communication (NVC) training to schools, community groups, churches, hospitals, families, correctional officers, and prison inmates. She is one of the trainers for the Freedom Project, an affiliate organization of CNVC that strengthens community safety through supporting the transformation of prisoners into peacemakers. The Freedom Project represents both victims and perpetrators of crime; their collective experience with prison spans many decades and includes both work and service in the correctional system as well as incarceration. They are committed to the practice of nonviolence in our daily lives and in all interactions.

Kathleen offers trainings in concrete skills of nonviolence leading to reconciliation with ourselves, our loved ones and the community. Her work addresses the healing of relationships ruptured by violence and the forging of community founded on genuine safety through connection.

Karl Steyaert

Certified Trainer, Center for Nonviolent Communication

Karl is passionate about co-creating learning experiences and communities that contribute to peace, justice, and sustainability. With over 20 years of experience teaching and facilitating groups in settings ranging from university classrooms and corporate boardrooms to ecovillages and urban gardens, he has been sharing Nonviolent Communication (NVC) in North America, Europe, and Asia since 2003. His clients have included Charles Schwab & Co, LiveBooks Inc, the Findhorn Foundation, Lost Valley Education Center, Pleasant Hill Co-Housing, and the World School of Massage. Since 2009 he has also been facilitating Restorative Circles, an approach to restorative justice grounded in NVC.



In addition to his work with NVC and conflict resolution, Karl has also directed, designed and taught international college study programs interweaving the themes of sustainability, community, and consciousness, at the Findhorn Community in Scotland, and Auroville ecovillage in India. With academic training in Anthropology and Environmental Policy, he has also spent many years dedicated to the study and teaching of aikido (a nonviolent Japanese martial art), Buddhist meditation, sustainable community design, and integral theory. While still occasionally traveling globally, Karl is currently based in the Pacific Northwest, teaching courses, providing organizational consulting, facilitating groups, and coaching individuals.

Room and Board

Freedom Project has reserved accommodations for you, as indicated on your invoice. This price includes all room and meal expenses from dinner on Sunday, October 10, 2010 to lunch on Friday, October 15th, 2010.

Tuition and Accommodation Payments

The all-inclusive (room, meals, training) cost of this retreat is \$1000.00. Your invoice shows all amounts charged by Freedom Project and the "balance due" line shows whether your account with Freedom Project is paid. Full payment is due to Freedom Project no later than **two weeks prior** to the start of the retreat, unless a prior arrangement has been made. Please ask any questions needed regarding options for payment. Call 206-325-5678. Partial scholarships may be available on a limited

Macferran/Steyaert retreat October 10-15, 2010 v.3f

basis, and must be requested at least one month prior to the retreat beginning. The proceeds of the retreat support the work of Freedom Project, which takes Nonviolent Communication and mindfulness training into four Washington State prisons.

Electricity / Telephone / Internet

We encourage the consideration of all attendees by not having electronic devices on during the scheduled workshops times. There will be ample free time to return phone calls, check email messages, and manage work-related communications.

Electricity: The U.S. electrical standard is 120V, 60Hz, with type A or B plugs and sockets. If you are travelling from outside the U.S. and you want to plug in your electrical devices (cell phones, computers, etc.) make sure to bring the proper power adapter with you.

Telephones: The rooms do not have phones, although there is a phone available for both local and long distance calling (with your own calling card or long distance service).

Internet: Wireless (WiFi) Internet may be available in some of the common areas of the facility, and coverage may extend to some rooms.

Meals

Any dietary preferences you specified on your registration form are forwarded by Freedom Project to Camp staff, and members of the local organizing team. Vegetarian options will be available at all meals for those who have requested them. The local organizers and catering staff jointly create menus that are generally supportive of wheat and dairy-free options. None-the-less, if you have very specific needs (such as macrobiotic, vegan, no wheat, no dairy, no sugar, etc.), you may choose to make your own arrangements to supplement your meals, as the local organizers cannot guarantee appropriate options will be available at every meal.



If you have specific questions about the menu, please contact Joanne Conger at joanne@freedom-project.org.

Alcohol/Illegal Drugs/Smoking

In accordance to the liquor control regulations for the State of Washington, only those over the age of 21 can possess or consume alcohol while at Camp Brotherhood. We request that no illegal controlled substances be brought on to the grounds of Camp Brotherhood.

There are designated smoking areas on the grounds. We request that all remnants and evidence of smoking be diligently managed by those who are smoking. Please discard all cigarette butts and packaging in receptacles, assuring that there is no possibility of fire.

Perfumes and Aftershaves

All Freedom Project retreats are perfume and aftershave-free, and each participant is asked to not wear scents. This includes perfumes, aftershaves, strongly scented hand lotions, tanning lotions, body sprays, and any other scent that could affect those who are chemically sensitive.

Exercise

Recreational facilities include: two soccer/football fields, softball field, indoor and outdoor basketball areas, grass and sand volleyball courts, outdoor amphitheater/fire pit, hiking trails, and horseshoe pits.

Weather and Clothing

Average temperatures in October range from a high of 60°F to a low of 46°F. October is typically wet and windy. We recommend a raincoat, mud boots, and layered clothing. Wear comfortable, casual shoes and bring a hat. To ensure your comfort, we suggest layered clothing. Hiking boots are recommended for trail walks or excursions to the mountains.

Bring your own beverage container

To reduce waste from disposable cups, please bring your own personal container for hot and cold beverages to use when you are at Camp Brotherhood. There will be hot and cold water, as well as coffee, tea and snacks available daily.



Land and Air Travel

Participants book their own air transportation to the training program. Land transportation to the camp will be provided if **pre-arranged** and is included in your registration fees. Freedom Project will have an airport liaison that will greet you and connect you to the next ride to the camp. We will offer rides at 12:00 NOON & 3:00 from SeaTac Airport. If you miss a flight and arrive later than expected, please call 425-239-9431 as soon as you are aware you'll be running late. To reserve transportation from the airport, please contact Freedom Project Retreat Coordinator, Will at will@freedom-project.org.

Directions to Cascadia Retreat Center/Camp Brotherhood

Please note: The camp is known as Camp Brotherhood, but is undergoing a name change to Cascadia Retreat Center and is located in rural Washington State. We strongly recommend if you are not driving to the retreat that you coordinate your transportation needs with the retreat coordinator at 206-325-5678.

By car:

From Seattle/Tacoma/Bellevue

Take I-5 North to exit # 208 (Arlington/Sylvania).

Turn right to head East on HWY 530.

Go 3 miles to the first stoplight.

Turn left to head North on HWY 9 for nine miles.

Please note there is a one lane bridge on HWY 9 approx 5 miles north of Arlington, where northbound traffic must yield.

After 9 miles look for Brotherhood Road (just past mile marker 38).

Turn right onto Brotherhood Road and follow this uphill to Camp Brotherhood.

From Mt Vernon/Bellingham/Vancouver, B.C.

Take I-5 South to exit # 221 (Lake McMurray Exit).

Turn left to head East on HWY 534.

Go approximately 6 miles to a 'T' in road (at Lake McMurray), turn right onto Highway 9

Go 1.5 miles to Brotherhood Road (past mile marker 39).

Turn left onto Brotherhood Road and follow this uphill to Camp Brotherhood

Arrival and Departure

You are welcome to arrive at Camp Brotherhood as early as 12:00 pm on October 10th, 2010. Check-in to receive materials is in the main dining room hall from 3:00 pm to 5:00 pm. If you are unable to check in during that time, contact Freedom Project Executive Director, Joanne Conger who is coordinating the check-in process at +1 (206) 325-5678 or joanne@freedom-project.org to make special arrangements.

Please plan to arrive in time to unpack before dinner (dinner is at 6:00 pm in the main dining hall in the Warren Center). The scheduled start of the program (first meeting) is at 7:30 pm in the Warren Center.

On the last day of the program (October 15th), the final session ends at 12:00 noon. A sack lunch will be available after the session. Check-out time is 2:00 pm. Please make arrangements to vacate your room by then. You may stay on the grounds until 4:00 pm, if necessary. The first carpool to SeaTac Airport will leave at 12:00 pm; the second will leave at 2:00 pm.



Medical

Please fill out the Emergency Contact Information Form when you arrive at the retreat. Participants are responsible for their own medical needs and expenses. To make your stay as comfortable as possible, please remember to bring any prescriptions or medication you will need during your stay. The camp is not located near drug stores, the nearest is approximately 9 miles from the camp.

If you have specific medical needs, please let staff know so they can provide clarity during any emergency medical situation.

Daily Schedule

7:45 AM	Breakfast
9:00 - 9:30 AM	Opening*
9:30-12:00 PM	Morning Session
12:15 PM	Lunch
2:00 - 6:00 PM	Afternoon Sessions
6:15 PM	Dinner
7:30 - 9:00 PM	Optional Evening Sessions



*Daily Opening

The Daily Opening Session is time for participants to reflect on the underlying purpose and meaning of what they hope to learn or experience at the retreat. If you would enjoy sharing a reading, poem, song, game, short exercise or other offering, please bring what you need to share.

Format and Structure

The structure of the retreat is intended to support participants with a variety of learning opportunities. Morning sessions will be held with the full group. In addition to a range of afternoon and evening sessions facilitated by Kathleen and Karl, participants are also welcome to present concurrent sessions if they so choose.

The training is intended to offer hands-on, practical experience and skill integration. A variety of learning modalities will be incorporated into the sessions. Participants will be invited to co-create the direction and content of the workshop as it progresses.

This training will include:



- Cultivating presence, self-connection and staying centered under pressure
- Creating a culture of trust, transparency and collaboration
- Facilitation and leadership styles
- Attending effectively to content and process
- Interrupting compassionately
- Processing conflict in a way that strengthens the group
- Strategies for tracking, decision making, getting unstuck and dynamic flow

Recording

Please do not film or record any part of any session at the retreat without express permission of every participant. Such recording could interfere with the group process or thwarts other participants' expectations of trust and privacy.

This Retreat is presented by Freedom Project: an organization which supports Nonviolent Communication both inside prison and outside in the community

People to contact (if you have questions about...):

- **Registration, cancellation, payments, extra days of accommodations (i.e. early arrivals, late departures), other requests:** Will at will@freedom-project.org or +1 (206)-325-5678
- **Registration, check-in and meal questions:** Joanne Conger: +1 (206)-325-5678 joanne@freedom-project.org
- **Training questions:** Kathleen Macferran at kathleen@strengthofconnection.com
- **Day of Arrival:** 425-239-9431 (cell), Joanne Conger Executive Director, Freedom Project

11. List previous Nonviolent Communication training:

Have you attended an IIT*? Yes No

* International Intensive Training with Marshall Rosenberg.

12. How do you intend to apply this training?

13. What needs are you hoping to meet by attending this retreat?

14. Do you have any dietary requests that may require special attention? (Check one):

- No
- *Yes, as follows: No meat No fish No fowl No eggs
 No dairy No wheat Other _____

*NOTE: If you have checked "Yes," we will try to accommodate, but please be prepared for the possibility of providing your own meals and/or dietary supplements.

15. Do you have any medical conditions, allergies, personal needs, or requests that may require special attention? (Check one):

- No Yes (*Please explain*): _____

16. Specify your accommodation preference below, by selecting an option from the Basic Information Sheet.

I would like Freedom Project to make the following arrangements on my behalf:

(I) Room type (Basic shared room): Cost: \$500/meals included.

NOTE: This retreat is a residential workshop. Other off-campus accommodations are approx. 10 miles away. If you plan on staying off-campus, your meals fee is \$300.00. If you would like a guarantee of a single room, please let us know. The single room fee is an additional \$200.00. Otherwise, all rooms will be shared. Accommodations are similar to a rustic quality motel.

(II) I do need a single room (additional fee of \$200 will apply.)

Freedom Project will strive to meet specific requests, but does not guarantee it can meet all requests.

(III) I do do NOT have a specific roommate request. Requested roommate name(s): _____

17. Payment Agreements:

Complete Retreat cost is \$1000.00/including room and meals. Registration is split evenly between Cascadia Retreat Center and Freedom Project.

- I am enclosing full payment. If the enclosed amount is less than the full amount, I agree to pay the balance at least 1 calendar month before the start of the retreat. (Applications sent within four weeks of the start of the retreat must be accompanied by full payment.) Monies sent will be considered a deposit, \$100 minimum deposit required to reserve a space.
 - I would like to be considered for any scholarships available; understanding the maximum scholarship available is \$500.00. Those who have been incarcerated and who connected with NVC inside prison are minimally charged for registration.
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18. Would you be willing to contribute to our Freedom Project's Returning Trainee Fund to make it possible for others who are less affluent to participate in a retreat? Amount of donation: \$_____.

19. Payment Method:

- I am enclosing a check, travelers check, bank draft or money order.

Amount: \$_____ (US Funds)

- I authorize Freedom Project to charge my credit card as indicated below. If I am paying less than the full amount at this time, I do do not authorize Freedom Project to charge the same credit card for remaining balance 1 calendar month before the start of the retreat.

- I will pay online (3% fee charged to Freedom Project) at www.JustGive.com, a website that provides credit card services to small nonprofits. Go to the JustGive website, search "Freedom Project Seattle" and follow the prompts. Please indicate in memo line "October Facilitators Retreat."

PLEASE DO NOT EMAIL CREDIT CARD INFORMATION. IF PAYING BY CREDIT CARD, PLEASE CALL 206-325-5678.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Amount	Credit Card No.	Exp. Date	
Cardholder's Signature			
PRINT Cardholder's Name			

- I wish to pay via WIRE TRANSFER and request Freedom Project's Bank Information to process this payment.

20. Agreement between Freedom Project and Retreat Attendee:

Please carefully read the Program Terms and Conditions set forth below and acknowledge your acceptance by initialling after each paragraph in the space assigned. Please contact Freedom Project prior to signing the contract if you have questions about the Program Terms and Conditions.

- A.** I acknowledge and agree that the training materials are protected by copyright owned by or licensed to Freedom Project or to individual facilitators and I agree that no copies of these materials, audio or visual recordings of Freedom Project sessions may be made without express permission. Initials:
- B.** I understand that Freedom Project, or the individual facilitators may at any time record training sessions or activities. I give permission to Freedom Project to use, without charge, limitation, obligation or liability, my likeness on any recording(s) made by Freedom Project during the training period and I release Freedom Project and its representatives from any liability arising in connection with any such use of recording(s). I understand recordings to include audio and video recordings, and still photographs. Initials:
- C.** I understand that the program may offer a variety of activities that may be mentally or emotionally challenging and engaging. The level of my participation in any of these activities is at all times completely my choice. I am aware that I may cease my participation at any time. In

the event of an emergency, I give Freedom Project permission to call an ambulance or physician. Initials:

D. I understand that this retreat is for those who are enrolled participants. I agree that I will not bring others to the camp unless they are enrolled participants. Visitors are welcome from 3:00-5:00 pm on Sunday, and from 12:00-2:00 on Friday. Initials:

E. In the event that the retreat for which this is an application does not take place, I agree that Freedom Project shall have no obligation to compensate me for costs incurred above the tuition. There is a non-refundable deposit of \$200.00. Payment will be issued according to agreement.

F. I have entered into this agreement knowingly and voluntarily on the basis of my own information and not in reliance upon representations of Freedom Project or its representatives. I have read, understand and agree to abide by these Terms and Conditions. Initials:

Applicant's Signature

Date

21. Send this form with your payment to:

**Freedom Project/Retreats
1930 6th Ave S #101
Seattle, WA 98134**

Questions or inquiries? Please contact us as follows:

Email: nvc@freedom-project.org Phone: +1 206 325-5678

Website: www.freedom-project.org

Gratitude to the Center for Nonviolent Communication for help with this application!



Participant's Emergency Contact Information

It is essential for us to receive this information when you arrive.
Please fill this out and bring it with you.

PARTICIPANT'S FULL NAME:

Family Name (Surname)

Given Name

PARTICIPANT'S DOCTOR (if any):

Doctor's Name

Doctor's Email address

Work: + _____ | _____ | _____
(country code) (area code) (phone number)

Cell: + _____ | _____ | _____
(country code) (area code) (phone number)

Fax: + _____ | _____ | _____
(phone number)

EMERGENCY CONTACT PERSON:

Emergency Contact Person's Name (Family, Given)

Emergency Contact Person's Email

Home: + _____ | _____ | _____
(country code) (area code) (phone number)

Work: + _____ | _____ | _____
(country code) (area code) (phone number)

Cell: + _____ | _____ | _____
(country code) (area code) (phone number)

Fax: + _____ | _____ | _____
(country code) (area code) (phone number)

Complete mailing address including postal code and country:

Insurance Information:

Name of Medical Insurance Co. _____

Policy # or Member #: _____

Telephone: + _____ | _____ | _____
(country code) (area code) (phone number)

Please describe any medical condition or illness that may require special attention:

I understand that I am responsible for my own health, for my choices, and for the costs of my medical care.

Signature | Date