

**Positive Women's Network Retreat Planning Toolkit**



**Positive Women's  
Network**

*Action and Leadership  
on Women and HIV/AIDS*



**Positive Women's  
Network**

# WELCOME !

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Welcome to the Positive Women's Network "Retreat Planning Toolkit!" This toolkit is a compilation of the wealth of experience that the PWN staff have gained since planning their first wellness retreat in 1993.

This interactive guide is filled with practical advice, creative tidbits and useful information about the good, bad and ugly of retreat planning.

This toolkit is the first version of its kind and we welcome (in fact, encourage) your feedback on your experiences using this manual.

So, relax, sip some tea and embark on an amazing journey through the exciting world of retreat planning!

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*To all the PWN members who have the courage to attend a retreat in the first place, thanks for your ongoing and honest feedback, great ideas, and workshop facilitation.*

*Thank-you to all the members of PWN who inspire and challenge us in our ongoing work.*

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*and many more...*

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# Policies and Procedures

SECTION:



## The Purpose of a Retreat

Since 1993, the Positive Women's Network (PWN) Wellness Retreat Weekends have been a powerful extension of the support program. Our members come from diverse backgrounds and their daily-lived realities might include caring responsibilities, social isolation, poverty, mental illness, homelessness and/or violence.

The PWN Wellness Retreat Weekends provide our members with an opportunity to withdraw from the normal scene so that they can recharge, meditate, brainstorm, form friendships, talk about struggles and celebrate success in a safe and welcoming atmosphere. PWN's wellness retreats serve as a catalyst, enabling women who are geographically isolated from the Vancouver-based PWN support programs to form new connections and to create new informal support networks.

These wellness retreats also support and enhance physical health through stress reduction and enhanced nutrition. During the retreat, women have access to balanced meals, comfortable rooms, therapeutic massage and outdoor recreational activities.

## How do you use this Toolkit?

The *Working Timeline* that is enclosed is the most important tool in this kit. This timeline will assist in guiding you through this toolkit and through the process of planning a retreat. In the *Working Timeline*, each step in the retreat planning process is sequentially listed from beginning to end making reference to other sections in the toolkit where appropriate.

The remainder of this manual is divided into 9 major thematic sections and each of the aforementioned sections illustrates and explains an important chunk of the retreat planning process. Each section begins with an introduction that explains the purpose of the templates, materials and/or other sample documents enclosed within that section.

The accompanying CD has a copy of every template, chart, sample document included in this toolkit and all of the documents have the file pathway listed in the footer.

As you negotiate and use this toolkit, keep in mind that some of the steps will take longer (and will inevitably be more frustrating) than others. However, in the end you will have participated in planning a memorable and meaningful event.

## Confidentiality; the Right to Privacy!

The Positive Women's Network recognizes that their members have the right to privacy and confidentiality. All information that pertains to a PWN member, whether that information is verbal or written, must be treated as strictly confidential. Due to the prejudice, harassment and stigmatization that can be associated with an HIV/AIDS disclosure, it is important to have a clear and precise policy related to the disclosure of confidential information as it applies to any wellness retreat.

As per PWN policy, confidentiality means that permanent and contract staff, volunteers, board members and members of the network will not disclose any information that is received from a member using the services of PWN unless specific permission is given to do so.

Service providers and community professionals do not have a 'right' to know a service user's HIV status. However, it will be necessary to disclose the purpose of your retreat to workshop facilitators, bodywork specialists and/or other professionals hired to participate in the retreat programming. All professional or volunteer facilitators who are hired to participate in PWN's wellness retreats are required to sign the enclosed *Confidentiality Policy*.

## Photography at the Retreat

All retreat participants have a right to privacy and confidentiality. Some PWN members have disclosed their status to their family, friends and community, while others have not. Although women are permitted to bring cameras to the retreat, they are not permitted to photograph any attendees who have not given their expressed permission.

For confidentiality reasons, the PWN staff use a disposable camera to document the wellness retreat. As with using personal cameras, all attendees must consent to having their picture taken prior to being photographed with the PWN camera. The photos that are taken using this disposable camera are incorporated into a retreat scrapbook that is stored in a locked filing cabinet at the PWN office.

## Childcare Subsidy Policy

PWN has created a specific *Childcare Subsidy Policy* for their wellness retreats. Women are the primary caregivers of underage children and the provision of a childcare subsidy is a very important part of making any retreat accessible to mothers.



PWN allocates a designated amount of funds to mothers based on the cost of paying for childcare for full-day, half-day and quarter-day increments. The amount of childcare allotted to each member is calculated based on the specific amount of time her children will require alternate care. Women who live out-of-town will ultimately require additional childcare funds. Women are not granted a childcare subsidy if their child is in foster care or, if their child is above the age of 16 years unless the child has special needs. Women are given the same per diem amount regardless of the number of children in their family.

Each woman's situation is unique and multi-layered; some women are part of a mutually supportive and loving partnership and others may be surviving in a verbally or physically abusive dynamic. We do not ask women to explain or justify their situation. Women are the experts of their lives and they determine the most fitting childcare arrangements for their unique life circumstances.

## Retreat Agreements

The *PWN Retreat Agreements* are a list of guidelines that govern the retreat weekend to ensure that the atmosphere at the retreat is safe, supportive, respectful, welcoming and non-judgmental.

These guidelines are the product of a collaborative and ongoing negotiation between the staff and members who have attended PWN retreats over the years. Any actions or intrusions that might be construed as offensive or embarrassing are not tolerated at the retreat.

## Screening Interview

All PWN members who have not previously attended a retreat are required to complete a screening interview with a PWN staff member prior to being accepted to attend a retreat. Enclosed is a copy of the *Screening Interview Protocol* that is currently being used by PWN.

The purpose of this screening interview is to uncover an individual's expectations for the retreat experience and to determine whether there are any potential physical, mental or emotional health issues which could be problematic in the retreat environment.

This interview is also designed to assess whether an individual is willing to respect the retreat rules and whether they have any negative attitudes towards visible minority groups, transgender women, or women whose sexual orientation is different from their own.

The women who attend PWN retreats have a variety of life experiences ranging from injection drug use, sex trade work or living in suburbia. Our members also come from a plethora of different socio-economic backgrounds. The only thing that every PWN member has in common is their HIV status.

The screening interview also creates a private space where applicants have the opportunity to be unofficially introduced to a PWN staff member; to ask questions and to express concerns.

## Fee Guidelines for Retreat Facilitators

The honoraria and/or workshop fees that PWN has allotted for professional and member-led workshop facilitation, retreat nurse services and massage therapy sessions is dictated by the fee policy enclosed.

According to the *Fee Schedule and Guidelines for Retreat Facilitators* protocol that is enclosed, the allowable amount of honoraria for a retreat facilitator is based on the type of service they provide and the length of their workshop or session.

## Medicinal Marijuana

PWN provides a designated smoking area at the retreat site for members who use medicinal marijuana.

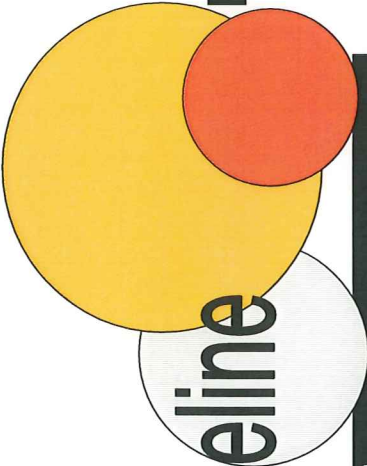
We encourage our members to be discrete about their use of medicinal marijuana in consideration of those who are in recovery as well as those who dislike the smell.

We do not ask members to provide proof that they have been licensed by Health Canada to possess marijuana, nor do we monitor who is smoking. That being said, the selling, bartering or distribution of any illegal substances at the retreat is not tolerated.

## Included in this section...

- Working Timeline***
- Confidentiality Policy***
- Childcare Subsidy Policy***
- PWN Retreat Agreements***
- Screening Interview Protocol***
- Fee Schedule and Guidelines for Retreat Facilitators***

# Working Timeline



## PHASE 2: 8 – 5 WEEKS BEFORE RETREAT

### HIRE OUTSIDE PROFESSIONALS

- Hire a registered nurse
  - ✓ Review the expectations, responsibilities, sleeping arrangements *(section 4)*
  - ✓ Confirm that the contents of the first aid kit are adequate
  - ✓ Mail confirmation package that consists of:
    - Contract *(section 4)*
    - Confidentiality Policy *(section 1)*
    - Map to the retreat site
    - Ferry schedule and/or ferry gift certificates *(section 6)*
- Hire massage therapists
  - ✓ Review expectations and responsibilities as per contract *(section 4)*
  - ✓ Mail confirmation package that consists of:
    - Contract *(section 4)*
    - Confidentiality Policy *(section 1)*
    - Map to the retreat site
    - Ferry schedule and/or ferry gift certificates *(section 6)*
- Hire workshop facilitators
  - ✓ Review expectations and responsibilities *(section 4)*
  - ✓ Mail confirmation package that consists of:
    - Contract *(section 4)*
    - Confidentiality Policy *(section 1)*
    - Map to the retreat site
    - Ferry schedule and/or ferry gift certificates *(section 6)*

### CHEQUE REQUIREMENTS – PART: 1

- Request cheques *(section 2)*
  - ✓ Transportation funds (ferry gift certificates, flights, taxis, mileage, chartered bus etc.) *(section 2, 6)*
  - ✓ Petty cash funds

## PHASE 1: 10 WEEKS BEFORE RETREAT

### NOTIFY MEMBERS ABOUT THE RETREAT

- Initial Mail-out (set the application return date for 5 weeks later)
  - ✓ Retreat Announcement *(section 3)*
  - ✓ Registration Forms *(section 3)*
  - ✓ Medical Information Forms *(section 3)*
  - ✓ Childcare Subsidy Policy *(section 1)*
  - ✓ Sample Weekend Schedule *(section 8)*

### BRAINSTORM WITH SUPPORT STAFF

- Confirm the number of attendees for the retreat
  - ✓ Maximum number of potential attendees
  - ✓ Staffing complement
- Confirm budget
  - ✓ Obtain an itemized list for the budget *(section 2)*
  - ✓ Obtain a copy of the Fee Schedule and Guidelines for Retreat Facilitators *(section 1)*
- Discuss the potential models of transport to and from the retreat site
- Discuss the retreat agenda *(section 8)*
  - ✓ Arrival/departure times
  - ✓ Workshop ideas
  - ✓ Craft ideas
  - ✓ Staff meal preferences

### PHASE 3: 5 – 4 WEEKS BEFORE RETREAT

#### STAFF TO DO SCREENING INTERVIEWS AND REVIEW MEDICATION FORMS

- Complete the Screening and Acceptance Chart *(section 5)*
- ✓ Give the up-to-date chart to the Support Staff for screening purposes
- ✓ Obtain a list of approved, waitlisted and disqualified members *(section 3)*

#### CREATE A LIST OF ACCEPTED, WAITLISTED AND DISQUALIFIED MEMBERS

- Compile a list of accepted attendees *(section 5)*
- ✓ Mail acceptance letter and member-led workshop application form *(section 3)*
- Compile a wait-list *(section 5)*
- ✓ Mail waitlist letter to applicants indicating whether sections of the application are incomplete *(section 3)*
- Notify members who have not been accepted *(section 3)*
- ✓ Mail letter of disqualification *(section 3)*

### PHASE 4: 4 – 3 WEEKS BEFORE RETREAT

#### BEGIN TO ARRANGE TRANSPORTATION

- Book transportation for members traveling from the main office *(section 6)*
- Order ferry gift certificates and pre-paid travel booklets *(section 6)*
- Make travel arrangements for out-of-town members *(section 6)*
- ✓ Arrange carpooling where possible
- ✓ Make Greyhound Reservations
- ✓ Book flights where required
- ✓ Mail travel itineraries to out-of-town members

### PHASE 5: 3 – 2 WEEKS BEFORE RETREAT

#### CHEQUE REQUISITIONS – PART: 2

- Request cheque for food allotment *(section 2, 7)*
- Request cheque for childcare subsidies *(section 1, 2)*
- Request honoraria cheques for facilitators and retreat nurse *(section 1, 4)*
- Request honoraria cheques for member-led workshop facilitators *(section 1, 4)*

#### SELECT MEMBERS TO CONDUCT MEMBER-LED WORKSHOPS

- Phone workshops facilitators to notify them that they will be conducting a workshop *(section 3, 4)*
- ✓ Review the Fee Schedule and Guidelines for Retreat Facilitators *(section 1)*
- ✓ Obtain a list of items that will be required for the workshop *(section 4)*
- ✓ Determine whether the member or the Retreat Coordinator will purchase the required workshop supplies *(section 4)*
- ✓ Review the budget for workshop supplies and notify facilitators that any expenses over and above the budgeted amount will not be reimbursed without prior arrangements
- ✓ Discuss the timeslot for the workshop
- ✓ Answer questions

#### CONFIRMATION PHONE CALLS

- Phone individual members who have not yet confirmed their attendance
- ✓ Confirm that they will be attending
- ✓ Answer questions
- ✓ Contact any waitlisted members if space becomes available
- Phone workshop facilitators/retreat nurse
- ✓ Confirm that they will be attending
- ✓ Confirm the date, time and length of the workshop
- ✓ Confirm the agreements of the contract (e.g., honoraria, supplies etc.) *(section 4)*
- ✓ Confirm that they have the necessary directions and contact information
- ✓ Answer questions

### FINAL ARRANGEMENTS WITH LODGE/RETREAT SITE

- Submit the weekend menu (section 7)
- Fax the meal request form to lodge manager (section 7)
  - ✓ Covey information about food allergies (section 7)
  - ✓ Confirm HIV-related food restrictions (section 7)
  - ✓ Notify the lodge of additional meals required for day-time workshop facilitators
- Confirm the number of members attending and rooms needed (section 2)
  - ✓ Reserve single rooms for staff/retreat nurse
  - ✓ Reserve double rooms for members
  - ✓ Book any additional rooms that are required for massage therapy and/or other workshops throughout the weekend (section 2)
- Confirm transportation arrangements (section 6)
  - ✓ Confirm arrival time!
  - ✓ Confirm departure time!
  - ✓ Confirm any bus charter that has been arranged through the lodge
  - ✓ Arrange for the lodge to pick-up luggage at Snug Cove for the Bowen Island trip

### PHASE 6: 1-2 WEEKS BEFORE THE RETREAT

#### CONFIRMATION PHONE CALLS

- Phone to members who are conducting workshops to confirm that they are prepared
  - ✓ Have the necessary supplies been purchased?
  - ✓ Is the member prepared to conduct a workshop for 5-20 women?
  - ✓ Does the member require any additional items from the office (e.g., yoga mats, art supplies, music and so on)?

#### COMPLETE AND PRINT WEEKEND CHARTS AND FORMS

- Revise and print the Weekend Schedule (section 8)
- Childcare Subsidy Policy (section 1)
- Retreat Waiver (section 1)
- Confidentiality Policy (section 1)

- Honorarium Forms (section 2)
- Fee Schedule and Guidelines for Retreat Facilitators (section 1)
- Retreat Agreements (section 1)
- Retreat Evaluation Form (section 9)
- Facilitator Report Card (section 9)
- Staff Feedback Form (section 9)
- Massage Therapy Sign-up Sheet (section 5)
- Medical Information: A Quick Reference Guide (section 5)
- Any required workshop handouts

### PHASE 7: FINAL WEEK LEADING UP TO THE RETREAT

#### GO SHOPPING!

- Art supplies
  - ✓ Review the inventory of supplies that are already available and make a list of additional supplies that are needed
- Snacks (section 7)
  - ✓ Bottled water (1 for each member)
  - ✓ Treats for Friday and Saturday evening
    - Individually packaged junk food such as, (section 7)
      - Mini chocolate bars
      - Individual bags of chips
    - Healthy alternatives such as, (section 7)
      - Fruit (banana's, apples)
      - Granola bars
      - Cereal and milk
      - Yogurt with disposable spoons
- Nutritional Supplement
  - ✓ Make list of members who requested a nutritional supplement and purchase accordingly (section 3, 7)

- Missing first aid items
  - ✓ In addition to the required basic first aid supplies, retreat nurses have requested the following items during past retreats
    - Gravel
    - Anti-histamine
    - Ibuprofen
    - Tensor bandage
    - Pads and tampons
- Gifts
  - ✓ Goody bags for members (section 2)
  - ✓ Small gifts for staff (section 2)
  - ✓ Thank-you notes and/or small gifts for the retreat nurse and the facilitators

#### PACK!

- Scrapbook
- Instant Camera
- First Aid kit
- Receipt book
- Forms (as listed above)
- Money (section 2, 4)
  - ✓ Requisitioned personalized cheques for facilitators and retreat nurse
  - ✓ Coinage (roll of pennies, nickels, dimes, quarters, loonies, twoonies)
  - ✓ Cash to pay for transport (section 2, 6)
    - Selection of small and large bills (\$5, \$10, \$20)
    - Additional cash for unexpected expenses (e.g., medical supplies, food etc.)
- Arts and Craft supplies (section 2)
  - ✓ Containers for holding pens, small items (such as buttons or sequins)
  - ✓ Scissors
  - ✓ Glue, tape
  - ✓ Plain paper
  - ✓ Colored paper
  - ✓ Construction or cardstock paper
  - ✓ Odds and ends such as feathers, fabric, sequins, buttons, fabric paint, paint, stamps
  - ✓ All supplies that are needed for individual projects

#### PHASE 8: AFTER THE RETREAT

##### MONEY

- Submit the budget to accounting
  - ✓ Signed honoraria forms (section 2, 4)
  - ✓ Receipts (mileage, bus, ferry, taxi etc.) (section 6)
  - ✓ Create an itemized list of funds spent (section 2)
  - ✓ Hand in extra money
  - ✓ Ensure that the staff have completed the Staff Feedback Form (section 9)
  - ✓ Complete the Compiled Retreat Evaluation based on individual member and staff evaluations (section 9)
  - ✓ Complete the Feedback Report (section 9)

##### MISCELLANEOUS

- Mail-out the final photograph to all members who appeared the photo (section 9)
- Mail the final cheque to the lodge (minus the deposit) (section 2)
- Shred the registration forms (section 3)
- Shred the medical forms (section 3)
- Un-pack and return borrowed items to their proper place



Positive Women's Network

CONFIDENTIALITY POLICY FOR VOLUNTEERS AND STAFF

The Positive Women's Network recognizes that the members have the right to privacy and confidentiality in relation to the services provided by this organization. All information relating to a member must be treated as confidential, whether written, verbal, or in another form. "Confidentiality", as outlined in this document, means that staff, volunteers, board members and members of the network will not disclose any information received from a member using the services of PWN, unless given permission to do so in the manner outlined below.

The Positive Women's Network (PWN) acknowledges that:

- 1. Staff, volunteers and members of PWN respect the confidentiality of any information relating to individual personnel records, PWN business or member files.
2. Staff, volunteers, members and board members will not disclose the names of, or information pertaining to PWN members to any person not also affiliated with PWN, unless they obtain the specific prior written or verbal consent of the individual involved.
3. Examples coming from individual experiences for the purposes of public education, training or research may be used as long as the identities of these individuals are protected. Names may not be disclosed in these circumstances unless prior consent is obtained from the individual.
4. Members of PWN have the right to have all personal information they choose to share with staff, volunteers or other members of the network, held in strict confidence. Staff will respect this confidentiality, but may share essential information with other staff involved in the continued care of the member (i.e. for providing better service, or for the safety of the member).
5. Members have the right to see any personal information recorded on file pertaining to them and their use of services.
6. Personal information about PWN members may be released upon a court order or as required by law.

I have read PWN's Confidentiality Policy as stated above. I understand and agree to its terms. I understand and agree that in my involvement with PWN, I must hold information pertaining to members and specified PWN business in the strictest of confidence. Furthermore, I understand that intentional or involuntary violation of this confidentiality may result in the termination of my association with PWN.

Name: \_\_\_\_\_
Signature: \_\_\_\_\_
Witness: \_\_\_\_\_
Date: \_\_\_\_\_

The Positive Women's Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.

POSITIVE WOMEN'S NETWORK IS A REGISTERED CHARITABLE ORGANIZATION (NUMBER 136586443 RR0001).

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Positive Women's  
Network

## Positive Women's Network

### CHILDCARE SUBSIDY POLICY

The Positive Women's network will provide subsidies to PWN members for childcare expenses incurred during specific PWN events, programs, training and retreats.

The guidelines for PWN childcare subsidy rates are outlined below.

**We will reimburse members for childcare expenses as follows during PROGRAMS AT THE PWN SITE:**

- \$6.00 per hour for the first child up to 12 years of age\*,
- \$4.00 per hour for additional children under 12 years age

**We will reimburse members for childcare expenses as follows DURING OVERNIGHT RETREATS OFFSITE:**

Each member will be reimbursed up to a maximum of \$90.00 per 24-hour period, broken down into ½ and ¼ days, depending on the length of stay at the retreat.

**PLEASE NOTE:**

- Travel Time: PWN will pay for one half hour of travel time prior to the beginning of the PWN event, and one half hour of travel time after the end of the PWN event. If the PWN member lives outside of Vancouver, the Support Program Coordinator will negotiate the travel time.
- Childcare costs/subsidies will be paid to PWN members only for children who are in their custody or care at the time of the event. PWN will not pay out childcare subsidies to members whose children are not in their care at the time of the event. PWN staff may require, in writing, confirmation of the member's custody or legal care of the children.
- \*PWN will pay childcare expenses for children 12 and over ONLY during overnight retreats. In situations where there are special needs, the PWN Support Program Coordinator will negotiate the childcare rate on an individual, case-by-case basis.
- PWN will NOT pay childcare subsidies to members for school-age children (6 – 12 years) during regular school hours. If children are not in school, prior arrangement for childcare subsidies needs to be negotiated with the PWN Support Program Coordinator.

*At this time, PWN is not able to provide on-site childcare for members during PWN events.*

Revised and Adopted, September 2005





**Positive Women's Network**  
**PWN RETREAT AGREEMENTS**

**To ensure the safety and comfort of all women on the retreat we ask that:**

1. **There is no use of drugs or alcohol during the retreat weekend.** In order to create a safe space for all women, who attend the retreat, we cannot tolerate the use of alcohol or drugs during the weekend. Anyone found using drugs or alcohol would be asked to leave.
2. **There is no smoking anywhere inside the lodge.** Use the designated outdoor smoking area and please use an ashtray.
3. **Confidentiality is enforced!** What is said here stays here. This means that when we leave the retreat we do not share the names (or other identifying information) of those who we saw here with others. Knowledge of women's HIV status stays here.
4. **Each participant is respectful of our diversity:** As a group we represent many different ages, ethnic groups, classes, religions, abilities, and sexual orientations. Some of us are recovering addicts and alcoholics. Some of us are asymptomatic while others are symptomatic.
5. **Quiet time will be recognized from 11:00 p.m. to 7:00 a.m.**
6. **We need to be prompt for meals.** The lodge will only serve meals at the specified times and cannot serve meals between those times.
7. **Everyone will have a chance to speak without judgment.**
8. **You chose what you want to participate in** and do not pressure others to be involved.
9. **Respect:** We respect one other and each other's privacy.
  - i. We respect other women's opinions, even if you do not agree.
  - ii. We respect other women when they do not feel safe to speak.
10. **Everyone must attend the opening circle and the closing circle.**
11. **Everyone helps clean up.**



**Positive Women's Network**  
**SCREENING INTERVIEW PROTOCOL**

Date:

Interviewer's/staff Name:

Member's Name:

Address:

Phone #:

1. Why do you want to attend the PWN Retreat?

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2. What is your current general health status – physical, emotional, and mental? How is your mobility? Will you be able to move around on your own? Do you need any help with e.g. bathing, feeding, etc?

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3. Are you currently using drugs or alcohol, or are you in recovery? This is a drug/alcohol free event. Do you think you can stay clean for the whole retreat? We have a zero tolerance policy for recreational drugs and alcohol during retreat.

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4. Are you on methadone? Must be doctor prescribed. If so, the nurse on retreat will dispense.

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5. Do you use medical marijuana? Must be doctor prescribed. Use needs to be discreet during the retreat, and used off the retreat site.

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6. Diversity of group: You will be sharing the retreat experience with HIV+ women from all over BC, and from many walks of life: straight, bisexual, lesbian, transgender, different ages and backgrounds, various cultural and racial heritages, current and former drug users, and various economic situations. We expect all retreat participants to show respect and tolerance for each other. Will this be a challenge for you?

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7. We require all members to attend the opening and closing circle at the retreat. Will this be a challenge for you?

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8. Meal times are set and meals are eaten as a group? Will this be a challenge for you?

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9. Do you have any sleep difficulties? Please describe. Note: all rooms at the retreat are shared. If you don't think you can share a room, perhaps the retreat is not for you.

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10. Are you comfortable living communally with other women e.g. sharing bathrooms, being in a large group of diverse women, sharing rooms?

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11. Will you be able to organize the transportation requirements to and from the ferry in Horseshoe bay, or to PWN offices? Or directly to retreat site? PWN covers all costs. You may have to find your way to and from PWN and/or the ferry. You may be asked to cover some of the costs up front, and then be reimbursed.

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12. If you are connected with another AIDS Service Organization, is there a staff person there whom we can get a referral and reference from?

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REFERENCE FROM COMMUNITY SERVICE/ASO STAFF:

Name of staff at ASO:

\_\_\_\_\_

Date of call and notes on discussion:



## Positive Women's Network

### FEE SCHEDULE AND GUIDELINES FOR RETREAT FACILITATORS

#### The PWN honoraria /workshop fees for PWN Members' Wellness Retreats are as follows:

- Massage therapy or other body work: \$50.00 per 45 minute - one hour session plus travel costs for therapists; travel cost reimbursement will be confirmed by the Retreat Facilitator prior to the retreat; we will guarantee a minimum of sessions, (eg four – five) to be agreed upon before the event -- depending on numbers of members at the retreat, we may be able to offer you more sessions at the retreat for which you will be paid
- Retreat Nurse \$300.00 for full weekend plus travel costs; travel cost reimbursement will be confirmed by the Retreat Facilitator prior to the retreat
- Workshop facilitation by an outside professional facilitator: \$100.00 - \$150.00 for a 2-3 hour workshop plus travel costs; travel cost reimbursement will be confirmed by the Retreat Facilitator prior to the retreat
- Workshop facilitation or co-facilitation by a PWN member attending retreat \$50.00 per session

#### The PWN Workshop Guidelines and Procedures for PWN Members' Wellness Retreats are as follows:

- workshop facilitators, nurses, complimentary therapists or massage therapists, etc. who are participating in the retreat programming must first read and sign the attached PWN confidentiality agreement
- all workshops that PWN offers at the retreats are open to all retreat participants; attendance is voluntary; PWN cannot guarantee a minimum attendance for the workshops; attendance varies between 8 -20 women participants
- **we ask that facilitators and therapists refrain from engaging in any kind of counselling or psycho-therapy with the participants, unless this kind of service is requested by and contracted with the Retreat Coordinator**
- **we ask that workshop facilitators/individual therapists agree to refrain from solicitations of their particular services with retreat participants and staff; we also prohibit the selling of products related to services offered at the retreat (e.g. herbal tinctures, massage oils, etc.)**

# Budget

SECTION:



## The Retreat Budget

Prior to embarking on the retreat planning process, it is important to have a detailed budget with an itemized list of funds that have been allocated for specific retreat expenses. It is equally important to keep an up-to-date list of your ongoing retreat expenses.

Retreat expenditures can be divided into a variety of sections depending on what services and workshops you intend on offering during the retreat. The PWN retreat budget is divided into the following sections: lodge/food expenses, professional facilitator honoraria, member-led workshop honoraria, massage therapy expenses, retreat nurse honorarium, supply expenses, travel expenses, goody bag funds, expenses for food and snacks and, childcare subsidy costs.

Retreat supply expenses include supplementary first aid supplies, arts and craft materials and any equipment or supplies that are required for the retreat workshops.

The *Working Budget* form that is enclosed is a template to assist you in determining the projected costs for your retreat. You may also use the *Working Budget Sample* that is enclosed as a framework for planning your retreat budget.

## Cheque Requisitions

As indicated in the *Working Timeline*, it is recommended that you wait until closer to the retreat to requisition for facilitator cheques, childcare subsidy allotments and so forth.

Due to the ever-changing and transitory nature of retreat planning (particularly cancellations or other modifications), it is difficult to have a realistic picture of the amount of money that is required for particular areas until shortly before the retreat.

## The Lodge Expenses

The biggest retreat expenditure will inevitably be the lodge rental and the associated meal costs. There are several important things to consider when booking the retreat facility...

1. Never organize a retreat to take place on the Friday after cheque issue day.
2. In light of maintaining confidentiality and creating a safe and supportive space, for your retreat participants, it is important to determine whether your group will have exclusive use of the lodge during your scheduled timeslot.

3. It is essential to confirm the arrival and checkout time.
4. The lodge will likely charge a per head amount that covers the cost of meals and rooms at a per diem and per meal rate. It is useful to provide the lodge with a probable number of attendees with the understanding that a firm and final number will be provided closer to the retreat weekend. Last minute cancellations are inevitable and strategic negotiations at the outset will give you more bang for your retreat buck!
5. Should the lodge provide plated meals, as opposed to buffet-style meals, it is advisable to ensure that there will be sufficient food should members want extra portions.
6. When finalizing the numbers of rooms you will require, remember to include the extra rooms you will need for workshops, massage therapy sessions, haircuts and so on.
7. Try to ensure that the timing of the retreat does not interfere with major events at other local AIDS-service organizations.

## Meal Costs

The food and snacks budget is intended to provide funds for meals that may need to be supplied en route to the retreat site (such as lunch on the ferry). This food allotment is also intended to supplement the meals and snacks that are made available by the retreat lodge.

## Travel Costs

An ample travel budget is necessary to ensure that the retreat is accessible to all members regardless of where they live.

Travel expenditures will need to take into account the costs for flights, greyhound tickets, shuttle buses, chartered vehicles, taxi's and mileage (for staff, professional facilitators and members who drive/carpool). Depending on the circumstances, it might be necessary to budget for hotel rooms should members live in particularly remote areas where transportation to and from their community is limited.

## Donations

Donations are not only a beneficial way to stretch the retreat budget, they pave the way for creating new (and potentially ongoing) relationships with other community-based organizations and businesses.

In the past, PWN has solicited in-kind donations of arts and crafts supplies, gift certificates, SPA treats and other items from local businesses for use in retreat raffles, goody bags and workshops. Enclosed are *Sample Donation Request Letters* for you to use in planning your event.



## Included in this Section...

- ❑ *Working Budget - Template*
- ❑ *Working Budget - Sample*
- ❑ *Childcare Subsidy Reimbursement Form*
- ❑ *Sample Donation Request Letters*
- ❑ *Honorarium Form*





**WORKING BUDGET**

ITEM	PROJECTED	ACTUAL
<p><b>Food/accommodation at Lodge:</b></p> <p>5 staff single rooms @ \$105/night X 2 nights =\$1050.                      28 members/ double rooms @ \$75/night X 2 nights =\$4200.                      Cottage for nurse @ \$120.00/night X 2 nights = \$240.                      Extra meals for volunteers and facilitators                      \$11.00/meal X 20 meals = \$220.00                      PLUS GST/PST and 10% gratuity                      MINUS deposit of \$1500.00</p>	<p>\$5691.75</p>	
<p><b>Childcare Reimbursement</b>                      10 members X\$150.00</p>	<p>\$1500.00</p>	
<p><b>Honoraria for volunteers and facilitators:</b></p> <p>Beauty Night = \$100                      - \$10/hour up to a max. of \$50/full day/ approx. 8                      volunteers = \$500.                      - \$250/ full weekend for nurse</p>	<p>\$ 1000.00</p>	
<p><b>Supplies (crafts, etc.)</b></p>	<p>\$ 500.00</p>	
<p><b>Food &amp; snacks</b></p>	<p>\$ 500.00</p>	
<p><b>Travel:</b></p> <p>Ferry tickets 5 members from island @\$25.00 each +                      \$100.00 for car = \$225.00                      Bus to ferry for woman on island \$100.                      Ferry tickets to Bowen Island \$500.                      Plane tickets for women travelling from out of town                      8 women @ \$200.00 = \$1600.00                      Airporter bus and cab fees \$500.                      Gas/mileage \$150.00</p>	<p>\$ 3500.</p>	
<p><b>TOTAL BUDGET</b></p>	<p>\$12,691.75</p>	

SAMPLE



**Positive Women's Network  
CHILD CARE SUBSIDY REIMBURSEMENTS**

**DATE OF RETREAT:**

<b>Member</b>	<b>Children/Ages</b>	<b>City</b>	<b>Length of care needed</b>	<b>Subsidy Allotted</b>

**Total Allotted Budget:**

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SAMPLE

Art Supply Store  
[ADDRESS]

[DATE]

Dear [MANAGER],

I spoke with you today regarding the possibility of accessing a corporate discount for our organization.

The Positive Women's Network is an AIDS-service organization that provides HIV-related services including education, prevention, emotional support and advocacy to women living with HIV/AIDS throughout British Columbia. We are a non-profit organization that aims to provide services that are realistic, respectful, confidential and welcoming. Our goal is to ensure that our services are available to all HIV-positive women and therefore, ALL our programs are free of charge.

Annual wellness retreats are a vital part of the services we provide to our members. The craft workshops we plan during the retreat are, by far, the most popular activity! Our members thoroughly enjoy the opportunity they have to express their creativity as well as the opportunity they have to create crafts that serve as lasting memories of their retreat experience.

We are a non-profit organization and we work within a strict budget. In the past, we have purchased a significant amount of craft supplies from your store and any discount you would be able to provide would greatly assist us in meeting our budgetary restraints.

Should you have further questions, I would welcome the opportunity to discuss our organization and the work we do. Thank-you for taking the time to consider this request.

Sincerely,

[RETREAT COORDINATOR]  
Retreat Coordinator  
Encl.



SAMPLE

Bath and Body Supply Store  
[ADDRESS]  
[DATE]

Attention: [MANAGER]

I work for the Positive Women's Network; a non-profit AIDS service organization for women living with HIV/AIDS in BC. Membership in our organization is free (as are all the services and events we provide). Each year we have two annual wellness retreats for our members. These retreats are an amazing opportunity for a highly marginalized group of women to relax in a safe environment. In addition to contending with a variety of HIV-related opportunistic diseases, the daily-lived reality of many of our members also includes caring responsibilities, poverty, homelessness, violence and so on. These retreats give our members an opportunity to meet, support, laugh and cry with other HIV+ women.

SPA and relaxation activities are one of the most popular events at these annual wellness retreats! Our next retreat will be taking place at Bowen Island on the weekend of May 12,13,14<sup>th</sup> (there will be approximately 25 members attending this retreat). I would like to know if you would be willing to donate products for a "SPA night" (E.g., masks, face creams or foot goodies) and/or other items (such as bath bombs or shampoo bars) that can be added to the goody bags we prepare for the women who attend. We would be more than willing to acknowledge your donation in our publications for the retreat.

Should you have further questions, I would welcome the opportunity to discuss this event with you.

Sincerely,

[RETREAT COORDINATOR]  
Retreat Coordinator  
*Encl*



Positive Women's Network

Positive Women's Network  
VOLUNTEER HONORARIUM FORM

NAME OF VOLUNTEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV. \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIN (Social Insurance Number) (required by Rev. Can) : \_\_\_\_\_

DATE VOLUNTEER WORK PROVIDED \_\_\_\_\_

PLEASE TICK ONE:

- Cash to be given **Initial upon receipt** \_\_\_\_\_
- Honorarium cheque to be mailed to the above address
- or
- Honorarium to be donated to the Positive Women's Network  
(A cheque exchange needs to take place. PWN issues a cheque to the name above and the volunteer must then write a cheque to Positive Women's Network. A charitable tax receipt will then be issued to the volunteer)

PLEASE INDICATE TYPE OF VOLUNTEER WORK:

- Retreat  Workshop facilitation  Speaker
- Other engagement or workshop  Focus Group  Committee

PLEASE GIVE A BRIEF DESCRIPTION OF SERVICES PROVIDED

(ie. name of organization presented to, name of workshop, committee etc.)

AMOUNT: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

\*\* please note that the Positive Women's Network is bound by law to report all monies over \$250.00 paid to individuals in a calendar year to Revenue Canada.

Office Use only:

Amount given:  CASH  CHEQUE

Amount given/sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Suite 614, 1033 Davie Street Vancouver, BC V6E 1M7 604.692.3000 f 604.684.3126

# Promotion and Mailouts

SECTION:





## The First Members' Mail- out

The initial PWN retreat mail-out is sent to all members who have agreed to be on the organizations' mailing list. This mail-out package includes the *Retreat Announcement*, the *Registration Form*, the *Medical Information Form*, the *Childcare Subsidy Policy* and a *Sample Agenda*.

The *Retreat Announcement* contains a snapshot of the retreat basics; the time, place and location of the retreat and, information about retreat protocol and the application process. Important information (such as travel arrangements, accommodation and childcare subsidies), should be highlighted. Ideally, this announcement should be colourful and if possible, photographs from past retreats should be incorporated.

The *Registration Form* that is enclosed includes a space for contact information, food allergies/sensitivities, transportation preferences as well as an area to identify whether the applicant will require a childcare subsidy or a liquid nutritional supplement at the retreat.

The *Medical Information Form* that is enclosed is comprised of two parts; section one is to be completed by the applicant and section two is to be completed by their physician.

The *Childcare Subsidy Policy* clearly outlines the amount of funds that are allocated to mothers based on the cost of paying for childcare for full-day, half-day and quarter-day increments during the retreat weekend.

It is worthwhile to include a sample retreat agenda (from a previous retreat) in the initial mail-out in order to provide a general understanding of the retreat experience for potentially new participants.

## Working with Other Agencies

When promoting your wellness retreat, it is useful to contact several key staff at various AIDS-service organizations and other agencies that are providing support to a similar community of service-users.

It is useful to provide these agencies with retreat application forms, background information sheets that describe the retreat experience and the application process as well as invitational posters. Staff turnover may mean that some staff members at these agencies have little or no familiarity with your retreat program.

Retreats provide a unique learning opportunity for staff as well as participants. Outside the typical clinical setting, many service-users feel more comfortable speaking about what is happening in their lives. As a result, students and healthcare professionals from other agencies greatly benefit from participating in this type of wellness event. That being said, it is important to ensure that members are not overwhelmed by the staff-to-client ratio. Staff, healthcare professionals and students should complement, not overpower, the retreat atmosphere.

## Pre-Retreat Information Session

When planning a retreat for a population that faces multiple barriers, it is not uncommon to have a number of last minute 'no-shows.' A plethora of issues, including a variety of unspoken and unresolved fears, may keep members from attending the retreat after they have committed to do so.

In order to quell fears and to reduce the number of last minute 'no-shows,' it is advisable to arrange a pre-retreat information session at which people who are thinking of registering for the retreat would be 'walked through' the retreat experience. This type of information session has several benefits; members have the opportunity to ask questions, clear-up misunderstandings and meet other individuals who are interested in attending the retreat.

During this information session, it might be valuable to have a member, who has already attended a past retreat, facilitate a brief presentation about their experience.

In light of the inevitable 'no-shows,' PWN regularly overbooks their wellness retreats. For example, should you want 25 members to attend, it would be advisable to accept 30 members for the retreat with the understanding that you could accommodate all the participants in the unlikely event that all attend.

## The Second Members' Mail- out

During the second retreat mail-out, applicants either receive an *Acceptance Letter*, a *Waitlist Letter* or a *Letter of Disqualification*.

The decision to accept, waitlist or disqualify applicants is based on several factors. An applicants' health and/or mobility issues might unfortunately preclude them from being accepted to join the retreat. An individual might also be excluded from the retreat if they had been abusive during previous retreats or, if concerns arose during the screening interview (e.g., the applicant conveyed an unwillingness to respect the rules of conduct for the retreat or they exhibited negative attitudes towards people of colour or people who have a sexual orientation that is different from their own).

Individual members are waitlisted when there has been a surplus of applicants, when they have failed to return the *Medical Information Form* or, when they have not completed the screening interview. Applicants can also be waitlisted if they fail to submit their application before the stated deadline.

When members are accepted to attend the retreat, they are sent an *Acceptance Letter* which provides specific information regarding the date and time of departure and return; personal items to bring to the retreat and transportation details. In this letter, accepted applicants are asked to phone the PWN office before a set deadline in order to confirm that they will be attending the retreat.

In addition to the letter of acceptance, approved members are mailed a *Member-led Workshop Application* form. The member-led workshops provide PWN members with a space where they can showcase their unique talents, skills and strengths. PWN members who have led retreat workshops identify that the experience enhanced their self confidence, leadership and facilitation abilities. Applicants are given a deadline to submit their workshop proposal and the staff team makes decisions about which workshops to approve based on INTEREST, TIME and COST of materials.

## The Buddy-System

It is useful to pair all first-time registrants with willing members who will be attending the upcoming retreat and who have attended one or more retreats in the past. This type of buddy-system is useful in alleviating fears and pre-retreat anxieties.

This type of arrangement must be voluntary for all members and those who wish to participate must be willing to exchange contact information (whether that be phone numbers or email addresses). Members who agree to act as mentors in this buddy-system should not be required to look after a first-timer during the retreat weekend. The purpose of the buddy-system is to allay pre-retreat fears and to offer information and support leading up to the retreat.

## Included in this Section..

- Sample Retreat Announcements***
- Registration Form***
- Medical Information Form***
- Sample Acceptance Letters***
- Letters of Disqualification***
- Waitlist Letter***
- Member-led Workshop Application***

# POSITIVE WOMEN'S NETWORK

presents

## SPRING RETREAT TO BOWEN ISLAND

FRIDAY, MAY 25<sup>th</sup> - SUNDAY, MAY 27<sup>th</sup>, 2007



This retreat is open to all members of the Positive Women's Network. Priority will be given to PWN members who have never before attended a retreat.

Space is LIMITED so apply early!

It's **FREE!** The Positive Women's Network covers ALL retreat and transportation costs!

*RELAX ~ REST ~ CONNECT ~ LAUGH ~ SHARE*

**For more information please contact: Melissa or Bronwyn**

- Lower mainland: 604-692-3000
- Toll-free: 1-866-692-3001
- Email: [pwnretreatcoordinator@hotmail.com](mailto:pwnretreatcoordinator@hotmail.com)



# It's PWN Retreat Time Again!



FRIDAY, FEBRUARY 24<sup>th</sup> - SUNDAY, FEBRUARY 26<sup>th</sup>, 2006 at Cowichan Lake

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## Who can apply?

This retreat is open to all members of the Positive Women's Network but **priority will be given to PWN members living on Vancouver Island and the Gulf Islands**. Space is LIMITED so apply early!

## Where?

The Cowichan Lake Outdoor Education and Conference Center on Vancouver Island (check out the website at <http://town.lakecowichan.bc.ca/clec/> )

## When?

Friday, February 24 to Sunday, February 26, 2006!

## Cost?

It's **FREE!** The Positive Women's Network covers ALL retreat and transportation costs!

## What else do I need to know?

1. **We are not able to accommodate children on the retreats**, but we will provide a childcare subsidy for women who need to access childcare in order to attend the retreat. (See enclosed).
2. In order to create a safe space for all who attend, **the use of drugs or alcohol will not be tolerated during the weekend on or off the retreat site**. Women using drugs or alcohol during the weekend will be asked to leave. The Centre does not permit smoking anywhere inside the buildings.
3. To ensure the safety and well being of all women on the retreat, **ALL prescription and over the counter medications are to be held by, and administered through, our retreat nurse**.

## Something NEW!

Do you have a creative idea for a retreat workshop? Are you interested in planning and leading a workshop at the upcoming Cowichan retreat? Workshop application forms will be mailed to all members who have been accepted to attend the 2006 retreat at Cowichan Lake. So... jot down your ideas and stay tuned for more information!

## How do I apply for the retreat?

Mail or fax the COMPLETED registration and medical forms to:

**PWN Retreat Coordinator**  
**#614 - 1033 Davie Street,**  
**Vancouver, BC**  
**V6E 1M7**  
**Fax: 604-684-3126**

**APPLICATION DEADLINE:**  
**FRIDAY, JANUARY 13<sup>TH</sup>**

All members who have not previously attended a retreat will need to complete a screening interview with a PWN Support Staff member prior to being accepted to attend this retreat. We will let you know as soon as possible whether or not there will be a space reserved for you at the retreat. Please submit your application package **ONLY** if you are committed to attending. We understand that emergencies happen; all we ask is that you contact us if you are unable to attend the retreat after you have been accepted.

**For more information please contact:**  
**Tamara or Bronwyn**

- Lower mainland: 604-692-3000
- Toll-free: 1-866-692-3001
- Email: [retreat\\_2006@yahoo.ca](mailto:retreat_2006@yahoo.ca)



**IT'S THAT TIME AGAIN:  
PWN'S SPRING RETREAT!**

**Friday March 28<sup>th</sup>, Saturday, March 29<sup>th</sup> and  
Sunday March 30<sup>th</sup>, 2003**

**At Bowen Island Lodge by the Sea**

**Who?**

The retreat is open to all members of the Positive Women's Network. However space is limited so apply early. We have limited spaces for women who live outside of the Lower Mainland.

**Where?**

Bowen Island - a short ferry ride from Horseshoe Bay.

**When?**

Friday, March 28<sup>th</sup> – Sunday March 30<sup>th</sup>, 2003

**How much does it cost?**

It's **FREE!** The Positive Women's Network covers all costs for the retreat - including transportation costs for those who live outside the Lower Mainland.

**What do I need to know?**

In order to create a safe space for all who attend, **the use of drugs or alcohol will not be tolerated during the weekend, on or off the retreat site.** Women using drugs or alcohol during the weekend will be asked to leave. The lodge does not permit smoking anywhere inside the buildings. Due to the nature of the retreat, ALL prescription and over the counter medications are to be held by and administered through our retreat nurse. This policy is to ensure the safety and well being of all women.

**How do I apply?**

Return the registration form to PWN at:

**#614 – 1033 Davie Street  
Vancouver BC  
V6E 1M7  
FAX # 604 – 684-3126**

**Application deadline is  
Monday, Feb. 10, 2003.**

We will let you know as soon as possible if there will be a space for you at the retreat. Please submit the your application package only if you are **committed** to attending. We understand that emergencies happen; all we ask is that you communicate to PWN if you are unable to come to the retreat after you have been accepted.

**For further information, please  
contact:**

**Bronwyn Barrett at PWN  
604-692-3008**

**OR**

**Toll-free at 1-866-692-3001**

**OR**

**Email [bronwynb@pwn.bc.ca](mailto:bronwynb@pwn.bc.ca)**

# It's time for the Bowen Island Retreat!

Friday, May 12 to Sunday May 14, 2006

## Who can apply?

The retreat is open to all members of the Positive Women's Network. **Priority will be given to members who did not attend the February 06' retreat!** Space is LIMITED so apply early!

## Where?

The Bowen Lodge by the Sea on Bowen Island. The lodge is a short ferry ride from Horseshoe Bay.

## When?

Friday, May 12<sup>th</sup> to Sunday, May 14<sup>th</sup>, 2006.

## Cost?

It's **FREE!** The Positive Women's Network covers all retreat and transportation costs.

## What else do I need to know?

1. **We are not able to accommodate children on the retreats**, but we will provide a childcare subsidy for women who need childcare.
2. In order to create a safe space for all who attend, **the use of drugs or alcohol will not be tolerated during the retreat weekend on or off the retreat site.** Women using drugs or alcohol during the weekend will be asked to leave. The lodge does not permit smoking inside the buildings.
3. To ensure the safety and well being of all women who attend the retreat, **ALL prescription and over the counter medications are to be held by, and administered through, our retreat nurse.**
4. If you attended the Cowichan Lake retreat in February 06', you **DO NOT** need to submit new medical forms (we still have them on file!)

## Something NEW!

Do you have a creative idea for a workshop? Are you interested in planning and leading a workshop at the retreat? Workshop application forms will be mailed to all members who have been accepted to attend the 2006 retreat at Bowen Island.

**So... jot down your ideas and stay tuned!**

## How do I apply for the retreat?

Mail or fax the COMPLETED registration and medical forms to:

**PWN Retreat Coordinator  
#614-1033 Davie Street  
Vancouver, BC, V6E 1M7  
Fax: 604-684-3126**

## APPLICATION DEADLINE: MONDAY, APRIL 10<sup>TH</sup>

All members who have not previously attended a retreat will need to complete a screening interview with a PWN Support Staff member prior to being accepted to attend this retreat. Please submit an application package **ONLY** if you are committed to attending. We understand that emergencies happen; please contact us if you are unable to attend the retreat after you have been accepted.

**For more information please contact:  
Tamara or Bronwyn**

- Lower mainland: 604-692-3000
- Toll-free: 1-866-692-3001
- Email: retreat\_2006@yahoo.ca

# It's Retreat Time Again!



Friday, September 15 to Sunday, September 17 2006

## Who can apply?

The retreat is open to all members of the Positive Women's Network. **Priority will be given to persons of Aboriginal ancestry.** Space is LIMITED so apply early!

## Where?

The Springbrooke Retreat Centre located in Langley ([www.springbrookeretreat.com](http://www.springbrookeretreat.com)).

## When?

Friday, Sept. 15<sup>th</sup> to Sunday, Sept. 17<sup>th</sup>, 2006.

## Cost?

It's **FREE!** The Positive Women's Network covers all retreat and transportation costs.

## Member-led Workshops!

Are you interested in planning and leading a workshop at the upcoming retreat? Workshop application forms will be mailed to all members who have been accepted to attend the 2006 retreat at the Springbrooke Retreat Centre. **So... jot down your creative ideas!**

## What else do I need to know?

1. We are not able to accommodate children on the retreats, but we will provide a childcare subsidy for women who need childcare.
2. In order to create a safe space for all who attend, **the use of drugs or alcohol will not be tolerated during the retreat weekend on or off the retreat site.** Women using drugs or alcohol during the weekend will be asked to leave. The centre does not permit smoking inside the buildings.
3. To ensure the safety and well being of all women who attend the retreat, **ALL prescription and over the counter medications are to be held by, and administered through, our retreat nurse.**

## How do I apply for the retreat?

Mail or fax the COMPLETED registration and medical forms to:

#614-1033 Davie Street  
Vancouver, BC, V6E 1M7  
Fax: 604-684-3126

**APPLICATION DEADLINE:  
WEDNESDAY, JULY 26<sup>TH</sup>**

All members who have not previously attended a retreat will need to complete a screening interview with a PWN Support Staff member prior to being accepted to attend this retreat. We understand that emergencies happen; please contact us you are unable to attend the retreat after you have been accepted.

## Questions??? Contact Stacie

- Lower mainland: 604-692-3000
- Toll-free: 1-866-692-3001





[RETREAT DATE AND LOCATION]

Deadline for Applications is [DAY/MONTH/YEAR]

PLEASE RETURN COMPLETED FORMS  
BY MAIL OR FAX TO:

Retreat Coordinator  
#614 – 1033 Davie St  
Vancouver BC, V6E 1M7  
Fax: 604-684-3126

<b>Name</b>	<b>Telephone</b>	<b>Birthdate</b>
<b>Address</b>	<b>City</b>	<b>Postal Code</b>

May we leave a message at this number?  Yes  No

May we state the name of the organization (PWN)  Yes  No

Have you ever attended a PWN retreat  Yes  No

If yes, when did you LAST attend a PWN retreat? \_\_\_\_\_  
(Month / Year)

Do you have transportation to Vancouver (PWN)?  Yes  No

Do you have transportation directly to retreat site?  Yes  No

Do you have a car you could use to carpool with other members  
from your area? (Your costs would be reimbursed)  Yes  No

Will you need a childcare subsidy?  Yes  No

If so, please read the enclosed child-care policy.

Is there a specific person you would like to share a room with at the retreat?

Name(s) and age(s) of child(ren):

Name	Age

Name	Age



Positive Women's Network

- Are you a vegetarian?  Yes  No
- Are you a vegan?  Yes  No
- Do you eat pork?  Yes  No
- Do you eat beef?  Yes  No
- Do you eat chicken?  Yes  No
- Do you eat fish?  Yes  No
- Do you eat seafood/shellfish?  Yes  No
- Do you eat dairy?  Yes  No
- Do you eat eggs?  Yes  No

Do you have food allergies? Please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you require nutritional supplements such as Advera or Ensure (please specify)? If you request a nutritional supplement for the retreat, please see the nurse when you arrive at the retreat site.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anything else you would like us to know?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**We will do our best to accommodate these needs, but we cannot make any promises!**

The Positive Women's Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.



**Positive Women's Network  
MEDICAL INFORMATION FORM**

**INSTRUCTIONS:**

Please complete BOTH SIDES of this medical form and either mail or fax this form (in addition to your registration forms) to #614-1033 Davie St., Vancouver, BC, V6E 1M7 or fax: 604-684-3126 by \_\_\_\_\_.

<b>SIDE ONE, TO BE COMPLETED BY YOU</b>	1.	FIRST NAME	INITIAL	LAST NAME	CARD CARD NUMBER (OPTIONAL)
	2.	IN CASE OF EMERGENCY, NOTIFY	RELATIONSHIP TO YOU	PHONE NUMBER	DOES THIS PERSON KNOW YOU HAVE HIV/AIDS?  YES <input type="checkbox"/> NO <input type="checkbox"/>
	3.	LIST ANY MEDICAL CONDITIONS, INCLUDING ALLERGIES, ASTHMA, ETC., THAT YOU FEEL WE SHOULD KNOW ABOUT			
	_____				
	_____				
	_____				
4.	LIST THE MEDICATIONS/TREATMENTS YOU ARE CURRENTLY USING				
_____					
_____					
_____					
_____					
5.	<p>For the safety of all members, we will not tolerate the use of recreational drugs or alcohol during the retreat weekend. We will not tolerate sharing or selling of any drugs such as methadone, medicinal marijuana, etc., during the retreat weekend. If you are using medicinal marijuana or methadone, please indicate below. You must be discreet in your use of medicinal marijuana, and, if smoked, it must be used outdoors. The use of medicinal marijuana or methadone must be doctor approved on page two of this form.</p> <p>DO YOU USE MEDICINAL MARIJUANA?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>DO YOU USE METHADONE?                Yes <input type="checkbox"/>    No <input type="checkbox"/></p>				
6.	APPLICANT'S SIGNATURE			DATE	

**IMPORTANT FOR YOU TO KNOW**

1. This information will ensure you receive the best care possible if you become ill or injured during the retreat.
2. A community health nurse will be present at the retreat should you require any minor care or have any medical questions.
3. All information on these forms is kept confidential and will be shared only with the PWN staff and the retreat nurse.
4. Transportation to the nearest hospital will be available should a medical emergency arise.
5. It is your responsibility to ensure that both this form, and the doctor's form, are filled in completely and sent to PWN.
6. This information is shredded after the retreat. We will not keep these forms on file unless you request that we do so.

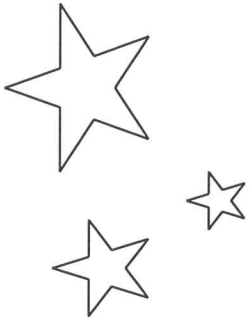


APPLICANT NAME

**SIDE TWO, TO BE FILLED OUT BY YOUR DOCTOR**

1	TB TESTS	<p>B.C. TB CONTROL HAS INFORMED US THAT HIV+ PEOPLE SHOULD ALWAYS HAVE A CHEST X-RAY TO CONFIRM TB STATUS. ALSO, IF CD-4 COUNT IS LESS THAN 400, THE TB SKIN TEST MAY BE INACCURATE.</p> <p>1 HAS THE APPLICANT HAD A NEGATIVE TUBERCULIN SKIN TEST AND/OR A NEGATIVE CHEST X-RAY WITHIN THE LAST YEAR? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2 HAS THE APPLICANT HAD A POSITIVE TUBERCULIN SKIN TEST? .....Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>3 DOES THE APPLICANT HAVE ACTIVE TB? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>4 IS SHE CURRENTLY RECEIVING TREATMENT FOR TB? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>5 IF YES, HAS SHE COMPLETED TREATMENT? YES <input type="checkbox"/> NO <input type="checkbox"/></p>																		
2	CONTROLLED SUBSTANCE	<p>PLEASE COMPLETE THIS SECTION IF THE APPLICANT IS USING A CONTROLLED SUBSTANCE, INCLUDING MEDICINAL MARIJUANA OR METHADONE.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">SUBSTANCE USED</th> <th style="width: 20%;">DOSE</th> <th style="width: 40%;">SIDE EFFECTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">B</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">C</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				SUBSTANCE USED	DOSE	SIDE EFFECTS	A				B				C			
	SUBSTANCE USED	DOSE	SIDE EFFECTS																	
A																				
B																				
C																				
3	<p>IS THIS APPLICANT MEDICALLY FIT TO ATTEND A WEEKEND RETREAT OUTSIDE OF THE LOWER MAINLAND? (THERE IS A NURSE ONSITE BUT NO DOCTOR.)</p> <p>COMMENTS</p>																			
4	PHYSICIAN'S SIGNATURE AND STAMP	PHYSICIAN'S NAME (PLEASE PRINT)																		

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# Congratulations



You will be attending the 2006 Retreat at Lake Cowichan!

## When and Where?

The retreat takes place at Lake Cowichan from Friday, February 24<sup>th</sup> to Sunday, February 26<sup>th</sup>

## Travel arrangements!

### WHEN DO WE LEAVE?

We will meet at PWN's drop-in space at 10:45am, Friday, February 24<sup>th</sup>.

### WHEN DO WE GET BACK?

We will be arriving back at PWN at about 5:30pm on Sunday, February 26<sup>th</sup>

Should you decide to leave the retreat earlier than planned, you will be responsible for making your own travel arrangements home.

## What Should I Bring?

- ✓ Personal Items
- ✓ Warm Clothes (for rain or snow)
- ✓ You do NOT need to bring bedding or towels
- ✓ A great sense of humor!

## NO Drugs or Alcohol!

In order to create a safe space for all women, we cannot tolerate the use of alcohol or drugs during the retreat weekend.

## Childcare Costs

We do NOT provide childcare. We will, however, reimburse you for the cost of childcare with your own childcare provider while you are at the retreat.



## THINGS YOU NEED TO DO!!!

1. You **MUST** phone the PWN office to confirm that you will be attending the retreat no later than Friday, February 11<sup>th</sup>
2. Please return the workshop application form before January 31<sup>st</sup> if you want your workshop idea to be considered for this retreat.



Please call Tamara or Bronwyn if you have questions!

- Lower mainland: 604-692-3000
- Toll-free: 1-866-692-3001
- Email: [retreat\\_2006@yahoo.ca](mailto:retreat_2006@yahoo.ca)

# CONGRATULATIONS!

**You have been chosen to go on the next PWN retreat!**

---

## THINGS TO KNOW

- There are **NO DRUGS** or **ALCOHOL** allowed at the retreat
- We **DO NOT** provide child care at the retreat. We **DO** provide a childcare subsidy (check out the policy attached).

## THINGS TO BRING

- Personal Items – only as much as you can carry!
- Bathing Suit and flip flops for the hot tub
- Sunscreen (if you use it)
- **AND... a great sense of humour!**
- You **DO NOT** need to bring towels or bedding

## QUESTIONS?

CALL PWN for ANSWERS

604-692-3000  
1-866-692-3001

## THINGS TO DO

1. Confirm that you are coming to the retreat by **BEFORE MONDAY, MAY 2** (604-692-3000 or toll free at 1-866-692-3001)
2. If you want to go **KAYAKING** at the retreat, you must reserve a spot before May 2nd (Don't worry, you **DO NOT** need to know how to swim **OR** kayak).
3. Show up at 1033 Davie Street, Suite 614 on May 13th at 2:00pm!



SAMPLE

### IMPORTANT RETREAT INFORMATION!

[MONTH/DAY/YEAR]

Dear [NAME OF MEMBER]

Thank-you for your interest in the [DATE AND LOCATION OF RETREAT]. We received your application to the PWN Members' Wellness Retreat AFTER the application deadline. The retreat application deadline was [MONTH/DAY/YEAR]. We are unable to accept any late applications because there are more women applying to attend this retreat than there are spaces available. We are sorry that we are unable to put you on the retreat waitlist.

Once again, thank-you for your interest in the upcoming retreat and please apply early for the next wellness retreat. Should you have any questions, please call the PWN office at 604-692-3000 or 1-866-692-3001.

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator





SAMPLE

**IMPORTANT RETREAT INFORMATION!**

[MONTH/DAY/YEAR]

Dear [NAME OF MEMBER]

We received your application to the [DATE AND LOCATION OF RETREAT].

All members who are applying for any PWN retreat must take part in a mandatory screening interview before their application is accepted. There were some concerns regarding your screening interview and as a result, we CANNOT offer you a space at this retreat.

Thank-you for your interest in the upcoming retreat. Should you have any questions, please call the PWN office at 604-692-3000 or 1-866-692-3001.

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



SAMPLE

### IMPORTANT RETREAT INFORMATION!

[MONTH/DAY/YEAR]

Dear [NAME OF MEMBER]

Thank-you for your interest in the [DATE AND LOCATION OF RETREAT] for member's of the Positive Women's Network. Unfortunately, we cannot accept everyone who applies to attend the retreat. There have been more women applying to attend this retreat than there are spaces available. Therefore, we cannot offer you a space at this time.

The retreat application deadline was [MONTH/DAY/YEAR]. We are unable to accept any late applications because there are more women applying to attend this retreat than there are spaces available. We are sorry that we are unable to put you on the retreat waitlist.

Once again, thank-you for your interest in the upcoming retreat and please apply early for the next wellness retreat. Should you have any questions, please call the PWN office at 604-692-3000 or 1-866-692-3001.

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



SAMPLE

### IMPORTANT RETREAT INFORMATION!

[MONTH/DAY/YEAR]

Dear [NAME OF MEMBER]

Thank-you for your interest in the [DATE AND LOCATION OF RETREAT]. We received your application but unfortunately, we cannot accept all applicants. **You have been placed on the waitlist for the upcoming retreat because your application is incomplete.**

We are missing the following information:

- Medical Form Part One
- Medical Form Part Two
- We have not yet completed the screening interview

If you submit the missing forms and/or contact us to complete the mandatory screening interview, you still might have an opportunity to attend this wellness retreat weekend. Please be aware that there are more women applying for this retreat than there are spaces available! You will have a better chance of being accepted to attend this retreat if you submit the missing information soon.

Should you have any questions, please call the PWN office at 604-692-3000 or 1-866-692-3001. Completed forms can be faxed to the PWN office at 604-684-3126.

Thank-you!  
Sincerely,

[NAME OF RETREAT COORDINATOR]  
**Retreat Coordinator**



# Contracts

SECTION:



## Contracts

Informal written contracts are a useful tool for guaranteeing that all the parties who are involved in a transaction agree about the details of that transaction. PWN uses written contracts to reinforce the verbal commitments that workshop facilitators have made to participate in the retreat. These contracts are used as a point of reference should disputes or misunderstandings arise.

Included in this section are a variety of sample contracts for you to use, modify, alter or just plain copy. Each contract has a list of agreements (details about who does what, time and location and, remuneration for services provided). It is important to determine what materials will be needed for the workshop session and who is responsible for purchasing those items. For example, PWN requires that massage therapists, who are hired to work at the retreat site, provide their own massage table, oils, music, and linens.

Contracts should be signed by the facilitator and returned to the main office prior to the retreat. Should the facilitator fail to return the required forms as requested, you may chose to use the *Facilitators Missing Forms Letter* that is enclosed.

## Massage Therapy

Identified for thousands of years as a healing art, massage therapy utilizes touch in order to comfort, heal and nurture.

Tissue manipulation techniques are also used to improve range of motion, to boost energy and endurance and to increase lymph flow, which filters out toxins and waste products and, tissue manipulation is used to promote endorphin release, thereby reducing the pain caused by constricted muscle fibers.

Body work is an extremely popular service that is offered during the PWN wellness retreat weekends. At every PWN retreat, each woman has access to one 45-minute massage therapy session. The women are given the opportunity to choose from the various massage modalities that are offered by the practitioners who are hired (such as Swedish, relaxation massage, deep tissue bodywork, lomi lomi, reflexology, shiatsu, reiki and so on).

## Retreat Nurse

A registered nurse is onsite for every PWN retreat from beginning to end. She fulfills a holistic role at the retreat and is responsible for an array of tasks. The nurse administers prescription and non-prescription medication as well as cans of liquid nutritional supplements that attendees have the opportunity to request in advance. With the exception of methadone carries and other narcotics (such as pain medication or sleeping pills) members are permitted to hold their own HIV-related medication should they prefer to do so.

The nurse is given a private room at the retreat lodge as well as access to a locked refrigerator for medication storage. The First Aid Kit, individual medical information forms and the *Medical Information - Quick Reference Guide* are stored in the nurses' room.

In addition to administering medication, the retreat nurse is available to treat minor ailments and to provide health education, reassurance and emotional support. The nurses' obligations and responsibilities are clearly outlined in the *Retreat Nurse Contract* that is enclosed.

## Member-led Workshops

As an organization, PWN values diversity, knowledge and experience. In light of our commitment to learn from others, we incorporate at least three member-led workshops into every PWN retreat.

Once an applicant is selected to conduct a workshop, they are required to read and sign the *Member-led Workshop Contract* that is enclosed. Once again, this type of informal contract guarantees that all the parties who are involved in a transaction agree about the details of that transaction.

Some of our most recent member-led workshops include a "Knitting for Beginners" Workshop, a "Fireside Sex Chat" and a "Self-Advocacy" seminar.

## Included in this section...

- Sample Contract***
- Member-led Workshop Contract***
- Retreat Nurse Contract***
- Hair Cutting Contract***
- Facilitators - missing forms letter***



## Positive Women's Network FACILITATOR CONTRACT

[NAME FACILITATOR]  
[ADDRESS OF FACILITATOR]

[DATE]

Dear [FACILITATOR],

Thank you for agreeing to participate in the Positive Women's Network (PWN) Members' Wellness Retreat being held from [DATE OF RETREAT]. We depend on outside facilitators like you to make this a supportive, enjoyable and engaging event for our members. This letter will outline our agreement for your participation at the retreat.

### **AGREEMENTS**

- ✓ As discussed, you will facilitate a [TYPE OF WORKSHOP E.G., "BELLYDANCING 101"] at the upcoming PWN Wellness Retreat.
  - For this workshop YOU will provide the following supplies:
    1. [E.G., VEILS, CYMBOLS, MUSIC]
  - For this workshop WE will provide the following supplies:
    1. [E.G., CD PLAYER]
- ✓ You will be facilitating your workshop on [MONTH/DAY/YEAR] from [TIME PERIOD]. Please arrive at least 30 minutes prior to your scheduled workshop in order to set-up the workshop space.
- ✓ PWN will pay you an honorarium of [AMOUNT] for the provision of your services. You will be paid after your workshop and you will be asked to sign an honorarium form.
- ✓ PWN will reimburse you [MILEAGE REIMBURSEMENT] per kilometer for travel costs of (please keep track of your mileage).

### **PLEASE READ THE FOLLOWING:**

- In order to make the retreat environment a comfortable space, we ask that the all workshop facilitators (including massage therapists) agree to REFRAIN FROM SOLICITATION of their particular services with the retreat participants and staff. We also prohibit the selling of any and all products at the retreat site (E.g. herbal tinctures, massage oils, etc.)





- All workshops offered at the PWN Wellness Retreat are open to all retreat participants; attendance is voluntary and PWN cannot guarantee a minimum attendance for any workshop.
- We ask that all facilitators **REFRAIN FROM ENGAGING IN ANY KIND OF COUNSELLING OR PSYCHO-THERAPY WITH THE PARTICIPANTS**, unless this kind of service is contracted with the Retreat Coordinator.

**PLEASE SIGN:**

I have read all aspects of this contract as stated above. I understand and agree to its terms. Furthermore, I understand that intentional or involuntary violation of this contract may result in the termination of my association with PWN.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THINGS TO DO:**

1. **Please read, sign and return the attached PWN confidentiality policy to the PWN office.**
2. **Please read, sign and return this contract to the PWN office. Photocopies will be accepted.**

Thank-you for your commitment to this retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]

Retreat Coordinator

The Positive Women's Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.



**Positive Women's Network**  
**MEMBER-LED WORKSHOP CONTRACT**

[NAME FACILITATOR]  
[ADDRESS OF FACILITATOR]

[DATE]

Dear [FACILITATOR],

Thank you for your willingness to share your creativity, talent and skills with other members at the upcoming PWN wellness retreat. This letter will outline our agreement for your participation at the retreat.

**AGREEMENTS:**

- ✓ As discussed, you will facilitate a workshop on [NAME OF WORKSHOP].
- ✓ Your workshop will take place on [DATE OF WORKSHOP] at [TIME PERIOD FOR WORKSHOP].
- ✓ PWN will pay you an honoraria of [AMOUNT] for your services.
- ✓ You will be paid in cash during the posted "Office Hours" on the last day of the retreat and you will be asked to sign an honorarium form.
- ✓ **PWN will reimburse you up to a maximum of [AMOUNT] for workshop supplies. You WILL NOT be reimbursed for any additional money you spend and you WILL ONLY be reimbursed if you provide the necessary receipt/s.**
- ✓ **All supplies purchased and all receipts must be brought to the PWN office before the retreat and you will be reimbursed. Please contact [NAME OF RETREAT COORDINATOR] to make the necessary arrangements.**

**PLEASE READ THE FOLLOWING:**

- Confidentiality, as outlined in the confidentiality policy, includes everything that is discussed during the retreat workshops.



Positive Women's  
Network

- All workshops offered at the PWN Wellness Retreat are open to all retreat participants; attendance is voluntary and PWN cannot guarantee a minimum or maximum attendance for any workshop.
- In order to make the retreat environment a comfortable space, we ask that the all workshop facilitators agree to refrain from solicitation of their particular services with the retreat participants and staff. We prohibit the selling of any and all products at the retreat site.

**SIGN HERE TO INDICATE YOUR AGREEMENT WITH THESE GUIDELINES:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank-you for your contribution to this retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



**Positive Women's Network**  
**RETREAT NURSE CONTRACT**

[FULL NAME]  
[ADDRESS]

[DATE]

Dear [NAME],

Thank-you for agreeing to participate in our [DATE] wellness retreat as our Retreat Nurse. We are excited to have you join the Support Staff team at this upcoming event.

The wellness retreat is an important aspect of the work we do with HIV-positive women in BC. This even provides women with the opportunity for fellowship with other HIV-positive women. In addition to disrupting the social isolation that is so often associated with an HIV/AIDS diagnosis, this retreat provides women with opportunities to get information on HIV, and to participate in healing and therapeutic activities. This letter will outline our agreement for your participation at the retreat.

**AGREEMENTS:**

- ✓ As discussed, you will attend the [DATE OF RETREAT] PWN Wellness Retreat as the retreat nurse.
- ✓ Please plan to arrive at the retreat site at [DATE AND TIME]. You can expect to leave the retreat at [DATE AND TIME].
- ✓ PWN will reimburse you [MILEAGE REIMBURSEMENT] per kilometer for travel costs of (please keep track of your mileage). We will also reimburse you for all ferry costs (please keep your receipts).
- ✓ PWN will pay you an honorarium of [AMOUNT] for the provision of your services. You will be paid by cheque at the end of the retreat and you will be asked to sign an honorarium form.

**PLEASE READ THE FOLLWING:**

- In order to make the retreat environment a comfortable space, we ask that the all workshop facilitators (including massage therapists) agree to REFRAIN FROM SOLICITATION of their particular services with the retreat participants and staff. We also prohibit the selling of any and all products at the retreat site (E.g. herbal tinctures, massage oils, etc.)



- All workshops offered at the PWN Wellness Retreat are open to all retreat participants; attendance is voluntary and PWN cannot guarantee a minimum attendance for any workshop.
- We ask that all facilitators REFRAIN FROM ENGAGING IN ANY KIND OF COUNSELLING OR PSYCHO-THERAPY WITH THE PARTICIPANTS, unless this kind of service is contracted with the Retreat Coordinator.

**PLEASE SIGN:**

I have read all aspects of this contract as stated above. I understand and agree to its terms. Furthermore, I understand that intentional or involuntary violation of this contract may result in the termination of my association with PWN.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THINGS TO DO:**

1. **Please read, sign and return the attached PWN confidentiality policy to the PWN office.**
2. **Please read, sign and return this contract to the PWN office. Photocopies will be accepted.**

Thank-you for your commitment to this retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator

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## Positive Women's Network HAIR CUTTING CONTRACT

[Name Facilitator]  
[Address of Facilitator]

[Date]

Dear [Facilitator],

Thank you for agreeing to cut hair at the Positive Women's Network (PWN) Members' Wellness Retreat being held from [DATE OF RETREAT]. We depend on outside facilitators like you to make this a supportive, enjoyable and engaging event for our members. This letter will outline our agreement for your participation at the retreat.

### AGREEMENTS:

- ✓ As discussed, you will be cutting hair on [MONTH/DAY/YEAR] from [TIME PERIOD] at the upcoming PWN Wellness Retreat. Please arrive at least 30 minutes prior to your first appointment in order to set-up the salon space.
  - For this workshop YOU will provide the following supplies:
    1. Scissors
    2. Combs
    3. Brushes
    4. Blow-dryer
    5. Barbicide
  - For this workshop WE will provide the following supplies:
    1. Hairspray, gel, mouse
    2. Chair
    3. Mirror
- ✓ PWN will pay you an honorarium of [AMOUNT] per haircut. We agree to pay you a minimum of [AMOUNT] for the provision of your services regardless of the number of appointments that are scheduled. You will be paid in cash at the end of the day and you will be asked to sign an honorarium form.
- ✓ Your appointment schedule is listed below. I've created 5 possible appointment slots, though we may be able to offer you more at the retreat.

**THE APPOINTMENT SCHEDULE:** #1      9:00 to 9:30am  
 #2    9:30 to 10:00am  
 #3    10:00 to 10:30pm  
 #4    10:30 to 11:00pm



#5 11:00 to 11:30pm

PWN will reimburse your ferry costs, public transportation costs and/or [MILEAGE REIMBURSEMENT] per kilometer for vehicle travel costs (please keep track of your mileage).

**PLEASE READ THE FOLLWING:**

- In order to make the retreat environment a comfortable space, we ask that the all workshop facilitators (including massage therapists) agree to REFRAIN FROM SOLICITATION of their particular services with the retreat participants and staff. We also prohibit the selling of any and all products at the retreat site (E.g. herbal tinctures, massage oils, etc.)
- All workshops offered at the PWN Wellness Retreat are open to all retreat participants; attendance is voluntary and PWN cannot guarantee a minimum attendance for any workshop.
- We ask that all facilitators REFRAIN FROM ENGAGING IN ANY KIND OF COUNSELLING OR PSYCHO-THERAPY WITH THE PARTICIPANTS, unless this kind of service is contracted with the Retreat Coordinator.

**PLEASE SIGN:**

I have read all aspects of this contract as stated above. I understand and agree to its terms. Furthermore, I understand that intentional or involuntary violation of this contract may result in the termination of my association with PWN.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THINGS TO DO:**

1. Please read, sign and return the attached PWN confidentiality policy to the PWN office.
2. Please read, sign and return this contract to the PWN office. Photocopies will be accepted.

Thank-you for your commitment to this retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator

The Positive Women’s Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.

**IMPORTANT REMINDER!!!**

[NAME FACILITATOR]  
[ADDRESS OF FACILITATOR]

[DATE]

Dear [FACILITATOR],

A contract and confidentiality policy was mailed to you on [DATE] for your review and approval regarding our agreement for your participation at the [DATE OF RETREAT].

**WE HAVE NOT YET RECEIVED:**

- The signed Confidentiality Policy
- The signed Contract

I have enclosed a second copy of the missing forms for your consideration. Please return these forms to the PWN office via fax or mail as soon as possible. These forms are the final confirmation of your intention to participate as a workshop facilitator at the [DATE OF RETREAT] wellness retreat. If you have decided not to participate in our upcoming retreat, please provide us with a sufficient amount of notice so that we can secure a replacement.

Thank-you... your cooperation is greatly appreciated!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



# Forms and Charts

SECTION:



## Organization: The key to success!

Organization is the key to retreat success. As you progress through planning your retreat, organization should be your mantra. This section of the manual offers a selection of forms and charts to help you remain organized through the retreat planning process.

Although some of the forms enclosed may appear to be repetitive (such as the *Members Traveling from PWN* form and the *Members Attending Form*), it is important to carve up the retreat information into quickly digestible bites. In order to calm any confusion that might arise on the day of departure, it is useful to create specific charts for members traveling from the office as opposed to those arriving directly at the retreat site.

It is also useful to keep a computer generated copy of the completed charts so that they can be updated and copied quickly when adjustments to the plans occur.

The *Members who Cancelled Form* is a useful tool to use in future retreats when selecting which members should be accepted and which should be waitlisted.

## The Quick Reference Medical Guide

The *Medical Information - Quick Reference Guide* is intended to be a synopsis of the pertinent medical details for the retreat. This chart is to be used by the retreat nurse and provides information on members who are on the methadone maintenance program, those who are using medicinal marijuana as well as members who requested nutritional supplements or have specific food allergies. This chart also flags other significant medical concerns.

## Included in this section...

- Membership Form***
- Screening and Acceptance Chart***
- Members Attending Form***
- Members Traveling from PWN Form***
- Medical Information – Quick Reference Guide***
- Retreat Waiver***
- Release of Information Form***
- Photo Release Form***
- Massage Therapy Schedule***
- Members who Cancelled Form***



# POSITIVE WOMEN'S NETWORK

## MEMBERSHIP FORM

Date \_\_\_\_\_ Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Emergency Contact (name and phone) \_\_\_\_\_

Date of Birth 

Day	Mo	Year
-----	----	------

Do you want to be on our mailing list? Yes  No  member initials \_\_\_\_\_

Can we leave you phone messages? Yes  No  member initials \_\_\_\_\_

If yes, can we identify who we are? Yes  No  member initials \_\_\_\_\_

NOTE—NEW MEMBERS MUST VERIFY THEIR STATUS IN WRITING BY A DOCTOR, NURSE, OR STREET NURSE. If you have already submitted a verification form to BCPWA or AIDS Vancouver, please check:

- PWA form submitted
- AV form submitted

MEMBERSHIP IS FREE. A PWN member is any HIV-positive woman in British Columbia, and is eligible for receipt of publications, voting privileges at annual general meetings and attendance at PWN events.

THE POSITIVE WOMEN'S NETWORK RESPECTS YOUR PRIVACY, AND IS COMMITTED TO PROTECTING YOUR PERSONAL INFORMATION. PWN HAS POLICIES AND PROCEDURES THAT CONFORM TO THE REQUIREMENTS OF THE BC PERSONAL INFORMATION PROTECTION ACT (PIPA). THE INFORMATION YOU PROVIDE TO PWN ON THIS FORM WILL BE MAINTAINED AS A SECURE, CONFIDENTIAL RECORD. PWN MAINTAINS APPROPRIATE SAFEGUARDS REGARDING THE PRIVACY OF MEMBERS, VOLUNTEERS, SUPPORTERS, AND STAFF. PLEASE CONTACT US IF YOU WISH TO SEE OUR COMPLETE PWN PRIVACY POLICY.

Office use only: Received \_\_\_\_\_ Input \_\_\_\_\_  
Initials

Positive Women's Network is a registered charitable organization (number 136586443 RR0001)



Positive Women's  
Network

**SCREENING AND ACCEPTANCE CHART**  
[RETREAT DATE]

NAME	CITY	LAST RETREAT ATTENDED?	MED FORMS RETURNED?	SCREENING COMPLETED?	ACCEPTED?	CONFIRMED?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						



Positive Women's  
Network

**PWN RETREAT**

**FORMS AND CHARTS**

NAME	CITY	LAST RETREAT ATTENDED?	MED FORMS RETURNED?	SCREENING COMPLETED?	ACCEPTED?	CONFIRMED?
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						



Positive Women's  
Network

**PWN RETREAT**

**FORMS AND CHARTS**

NAME	CITY	LAST RETREAT ATTENDED?	MED FORMS RETURNED?	SCREENING COMPLETED?	ACCEPTED?	CONFIRMED?
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.						

**LIST UPDATED:**



**Positive Women's Network**

**MEMBERS ATTENDING**

[DATE OF RETREAT]

	NAME	CITY	MED FORMS RETURNED?	SCREENING COMPLETED?	ACCEPTED?	CONFIRMED ?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						



	NAME	CITY	MED FORMS RETURNED?	SCREENING COMPLETED?	ACCEPTED?	CONFIRMED ?
15.						
16.						
17.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						

LIST UPDATED:





**Positive Women's Network**  
**MEMBERS TRAVELLING FROM PWN OFFICE**  
[DATE OF RETREAT]

	<b>NAME</b>	<b>CITY</b>	<b>CONTACT NUMBER/S</b>	<b>OKAY TO LEAVE MESSAGE?</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				
<b>9.</b>				
<b>10.</b>				
<b>11.</b>				
<b>12.</b>				
<b>13.</b>				
<b>14.</b>				



	<b>NAME</b>	<b>CITY</b>	<b>CONTACT NUMBER/S</b>	<b>OKAY TO LEAVE MESSAGE?</b>
<b>15.</b>				
<b>16.</b>				
<b>17.</b>				
<b>18.</b>				
<b>19.</b>				
<b>20.</b>				
<b>21.</b>				
<b>22.</b>				
<b>23.</b>				
<b>24.</b>				
<b>25.</b>				
<b>26.</b>				
<b>27.</b>				
<b>28.</b>				

**LIST UPDATED:**



# CONFIDENTIAL

## MEDICAL INFORMATION: A Quick Reference Guide

### INSTRUCTIONS:

- This chart is intended to be a quick reference guide that covers pertinent medical details for this retreat.
- On arrival, please get the methadone carries from the appropriate women and dispense as required.
- Members who requested a nutritional supplement in advance are given priority for these supplements. Please divide the ENSURE supplements among these women as needed. Any unused supplements can be given to other members as requested.
- For your information, we have provided a list of women using medical marijuana.
- We have also provided a list of women who have other important medical issues.

NAME	METHADONE DISPENSING	MEDICINAL MARIJUANA	NUTRITIONAL SUPPLEMENTS	ALLERGIES	OTHER MEDICAL CONCERNS
Jane Smith	Yes – 9:00am	No	Given to member	Peanuts	Needs walker





Positive Women's Network
RETREAT WAIVER

Date: \_\_\_\_\_ Name: \_\_\_\_\_

As a participant in the PWN Retreat Weekend, I \_\_\_\_\_ agree to:

- Voluntarily assume all risk of accident, damage or loss to my person and/or property
• Assume full responsibility for any injuries or damages which may occur to me on or about the premises, during transit, on grounds facilities and /or during at of the events or activities associated with the retreat, including boat cruise
• Completely respect and abide by all rules and regulations at all times during the retreat as required by the Retreat Coordinator and the Support Team of PWN , and any contracted recreational or organizational facility
• Acknowledge that there May be no medical facilities, doctors, nurses, or other medically trained persons available at the retreat
• Take full responsibility for my health

I do, for myself, my heirs, successors and assigns hereby and forever discharge PWN, its directors, employees, agents and volunteers working on its behalf from any and all claims, demands and rights of action whether from anticipated injury or loss of any kind sustained by me where caused by negligence, fault or otherwise.

Positive Women's Network reserves the right to refuse participation in the retreat to any member at any time if the member's health is perceived by the Support Program Coordinator or Support Worker to be too precarious to reasonably expect that the member can participate in the retreat without needing exceptional medical care. Positive Women's Network reserves the right to refuse participation in the retreat to any member at any time if the member engages in the use of street drugs or alcohol during the retreat.

I have read, understand, and agree to the above on this date, \_\_\_\_\_,

Signature \_\_\_\_\_

Witness \_\_\_\_\_

The Positive Women's Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.

For Office Use Only

POSITIVE WOMEN'S NETWORK IS A REGISTERED CHARITABLE ORGANIZATION (NUMBER 136586443 RR0001).

Suite 614, 1033 Davie Street
Vancouver, B.C. V6E 1M7
phone (604) 692-3000, fax (604) 684-3126

toll free line 1-866-692-3001
email pwn@pwn.bc.ca
websites pwn.bc.ca & pwn-wave.ca



Positive Women's Network
AUTHORIZATION RELEASE OF INFORMATION FORM

I, \_\_\_\_\_, of \_\_\_\_\_
authorize the following agencies to exchange information and discuss my circumstances with the staff of Positive Women's Network (PWN), until further notice.

Multiple horizontal lines for listing agencies.

Member Signature

Date

Witness

Date

The Positive Women's Network respects your privacy, and is committed to protecting your personal information. PWN has policies and procedures that conform to the requirements of the BC Personal Information Protection Act (PIPA). The information you provide to PWN on this form will be maintained as a secure, confidential record. PWN maintains appropriate safeguards regarding the privacy of members, volunteers, supporters, and staff. Please contact us if you wish to see our complete PWN Privacy Policy.

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email pwn@pwn.bc.ca
websites pwn.bc.ca & pwn-wave.ca



**Positive Women's  
Network**

### Photo Release Form

I, \_\_\_\_\_ do hereby  
give permission to Positive Women's Network  
(PWN) to use my image/ picture in publications  
(such as, but not limited to the newsletter), resources,  
and promotional material.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Positive Women's  
Network**

### Photo Release Form

I, \_\_\_\_\_ do hereby  
give permission to Positive Women's Network  
(PWN) to use my image/ picture in publications  
(such as, but not limited to the newsletter), resources,  
and promotional material.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Positive Women's  
Network

**PWN TEMPLATES**

**POLICIES & PROCEDURES**

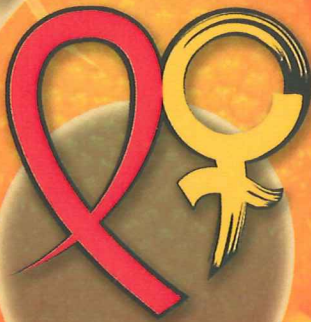
<b>TIME</b>	<b>[MESSAGE MODALITY] [NAME OF PRACTITIONER]</b>	<b>[MESSAGE MODALITY] [NAME OF PRACTITIONER]</b>	<b>[MESSAGE MODALITY] [NAME OF PRACTITIONER]</b>	<b>[MESSAGE MODALITY] [NAME OF PRACTITIONER]</b>
10:00 - 10:45				
11:00 - 11:45				
Noon	LUNCH	LUNCH	LUNCH	LUNCH
1:00 - 1:45				
2:00 - 2:45				
3:00 - 3:45				
4:00 - 4:45				





# Transportation

SECTION:



## Transportation; A necessary component!

Many PWN members live outside the lower-mainland and are geographically isolated from the Vancouver-based PWN support programs. The retreat weekend is a particularly important event for HIV-positive women who are isolated because this weekend serves as a catalyst in enabling isolated women to make new connections and to create new informal support networks with other HIV-positive women outside their communities.

Transportation can be a detailed and complicated part of the retreat planning process. In order to include women who live in remote areas, it is necessary to employ various modes of transport in order to get them to the retreat! Therefore, travel arrangements might include flights, greyhound tickets, shuttle buses, chartered vehicles, taxis and funds for mileage (divided between the staff, professional facilitators and members who drive).

## Ordering Ferry Gift Certificates

The BC Ferries Corporation enables individuals to order ferry gift certificates via fax which are then couriered FREE OF CHARGE to the destination of choice within 5 business days. Enclosed is a sample of the BC Ferries Gift Certificate Request letter that is used by PWN.

## Carpooling and Buddy-Teams

Whenever possible, it is preferable to arrange for members to carpool with one another. The environmental benefits are self-evident and the financial and psychological benefits are equally compelling. When members, or 'buddy-teams,' travel to the retreat together, camaraderie, relationship-building and reduced absenteeism are the end results.

When arranging a carpool, it is worthwhile to send a letter of confirmation to both the driver and the passengers after making verbal arrangements. As per the *Carpool Drivers Letter* and the *Carpool Passengers Letter* that are enclosed, it is necessary to exchange contact information in writing as well alleviate concerns by *identifying* how the teams' travel costs are being covered.

Some drivers may prefer to be reimbursed for travel costs at the retreat site while others may not have the financial resources to wait for reimbursement no matter how nominal the initial cost may seem to be. Always offer to send the necessary travel gift certificates in advance. That being said, you should ONLY send gift certificates for the initial trip with the understanding that the certificates and/or funds that are required for the return trip will be provided at the retreat site.

Members who need to be reimbursed for travel expenses MUST provide receipts for any and all bus, ferry, taxi or shuttles they use. These expenses will only be reimbursed if they have been approved in advance.

## Traveling as a Group

The majority of PWN retreat participants meet at the downtown office in order to travel to the retreat site with the staff as a large group. While most members are able to arrange their own transport, others may require some assistance in doing so. Members who live in cities immediately outside the lower-mainland may need to travel via Greyhound, West Coast Express (WCE) or taxi to arrive at the office before the departure deadline. Greyhound trips can be booked and paid in advance and tickets can be mailed to individual members. WCE requires passengers to pay for their ticket at the departure station. However, WCE tickets are valid for use on TransLink transit services. Once again, some members may not have the financial resources to wait for travel reimbursement no matter how nominal the initial cost may seem to be.

## Chartered Buses, Planes and HandyDART!

When traveling as a group from the office, PWN either pre-books taxi's, reserves a HandyDART or, they charter a bus to take the group to its destination.

Please reference the *Chartering a Bus* letter and the *HandyDART Fax* that are enclosed.

The cost of chartering a bus varies SIGNIFICANTLY from company to company and as a result, it is best to shop around! It is also important to let the chartering company know whether or not luggage will be accompanying the group. Recent amendments to the BC Transport Regulations preclude chartered vehicles from storing luggage in the passenger seating area. Therefore, you may need to specify that you need a vehicle with a separate luggage compartment for your trip.

PWN will book plane flights for members who live in Northern communities that are located outside the lower mainland, the Fraser valley and Vancouver Island.

PWN prefers to use West Jet when possible because, unlike other airline carriers, West Jet permits its passengers to cancel flights without additional insurance coverage. When a West Jet flight is cancelled, a credit (minus a small penalty fee of approximately \$40.00) is applied to the

company account. This credit has a one-year expiry date. PWN DOES NOT book any flight until receiving verbal confirmation that the member will be attending the retreat.

Enclosed in this section is a sample *Flight Confirmation Letter*. In addition to providing the member the flight itinerary, it is important to remind them that...

- They DO NOT need a ticket but will need to provide the flight confirmation number when they arrive at the airport.
- They must bring picture ID to the airport.
- They must arrive at the airport 90 minutes before the scheduled flight.

## Included in this section...

- BC Ferries Gift Certificate Request***
- Carpool Drivers – Letter***
- Carpool Passengers – Letter***
- Chartering a Bus – Letter***
- HandyDART Fax***
- Flight Confirmation – Letter***
- Map – Bowen Lodge by the Sea***
- Mileage Reimbursement***



BC Ferries  
1112 Fort Street  
Victoria, BC  
Fax: 1-250-381-5452

[DATE]

**Attention: Ticketing**

**ORDER**

1. We would like to order the following gift certificates.
  - [NUMBER OF GIFT CERTIFICATES] = [DENOMINATION]
  - E.g., 10 = \$25.00
  
2. We would like to order the following books of tickets.
  - [NUMBER OF BOOKS] of [NUMBER OF CERTIFICATES IN THE BOOK] for [FERRY ROUTE] = [COST]
  - E.g., 1 book of 10 tickets for a PASSANGER FARE ONLY for the Bowen Island/Horseshoe Bay route = \$40.00

**TOTAL: \$290.00**

**METHOD OF PAYMENT**

I authorize BC Ferries to charge this order to my [CREDIT CARD]. Please send the tickets to Positive Women's Network (attention: Retreat Coordinator) at the above address as soon as possible. I will require a receipt of this transaction. Should you have any questions, please contact me at 604-692-3000.

**[CREDIT CARD]: [NUMBER]    Expiry: [DATE]**

Thank-you,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



[DATE]

Dear [NAME OF MEMBER],

Thank-you for your willingness to drive other members to this retreat! As per our arrangements, you will be driving [NAME OF MEMBER] and [NAME OF MEMBER] to and from the retreat. The contact information for these members is listed below please contact them as soon as possible in order to make travel arrangements.

### IMPORTANT CONTACT INFORMATION

1. The address for the retreat lodge is [ADDRESS]
2. The contact information for your passengers is as follows:
  - [NAME/ADDRESS/PHONE NUMBER OF MEMBER]
  - [NAME/ADDRESS/PHONE NUMBER OF MEMBER]
3. Should you need to contact me on the day of the retreat, please feel free to call me at [CELL PHONE NUMBER/PHONE NUMBER FOR LODGE]

### ENCLOSED

1. The map to the lodge
2. BC Ferry Gift Certificates to cover all the expenses for the ferry from [DEPARTURE LOCATION] to [ARRIVAL LOCATION]. You will be provided with gift certificates for the return trip at the retreat site. PWN will also provide you with [AMOUNT OF MILEAGE] per kilometer for transportation/mileage costs.

Aim to be at the retreat no earlier than [ARRIVAL TIME] on [DATE] because the staff will not be at the lodge before that time. I look forward to seeing you at the retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



[DATE]

[ADDRESS]

Dear [NAME OF MEMBER],

This letter is to confirm that [NAME OF DRIVER] will be picking you up on [DATE OF DEPARTURE] and will be transporting you to and from the retreat at [LOCATION OF RETREAT].

[NAME OF DRIVER] will have the necessary [FERRY, GREYHOUND ETC.] gift certificates to cover ALL the costs for your transport to the retreat site. [NAME OF DRIVER]'s phone number is [PHONE NUMBER]. You will need to talk to her before the retreat to make travel arrangements. If you have a disability placard and/or ferry discount card, please bring that with you to the retreat.

Should you have any questions or concerns about these travel arrangements, please feel free to contact me at the office. If you need to get in touch with me on the day of the retreat, please feel free to call the [CELL PHONE/LODGE PHONE NUMBER].

I look forward to seeing you at the retreat!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator





## Positive Women's Network TRANSPORTATION BOOKING

[DATE]

[COMPANY NAME]

[ADDRESS]

**Attention:** [NAME OF CONTACT PERSON]

I would like to charter a bus to drive our group of [NUMBER] women (with luggage) to and from [DESTINATION E.g., the foot passenger entrance at the Horseshoe Bay Ferry Terminal].

---

### TRIP 1

#### DETAILS:

Our group will need to be picked-up on [DAY/MONTH/YEAR] at [TIME] at [LOCATION] and dropped-off at [DESTINATION E.g., the Horseshoe Bay Ferry Terminal foot passenger area].

#### ADDRESS OF PICK-UP LOCATION:

Positive Women's Network (PWN)  
# 614-1033 Davie Street  
Vancouver, BC  
V6E1M7  
604-692-3000

---

### TRIP 2

#### DETAILS:

Our group will need to be picked-up on [DAY/MONTH/YEAR] at [TIME] at [LOCATION] and dropped-off at [DESTINATION E.g., PWN office].

As per our discussion, BOTH one-way trips will cost a total of [AMOUNT] (all supplementary fees and taxes already included). Should the ferry be late on the return trip, the driver will wait for our group until the ferry arrives at NO EXTRA COST. We will be taking the [TIME OF FERRY TRIP] ferry from [DEPARTURE LOCATION]. Please mail a receipt of this transaction directly to the PWN office "Attention: Retreat Coordinator."

Sincerely,

[NAME OF RETREAT COORDINATOR]

Retreat Coordinator



# Fax

<b>To:</b> HandyDart Vancouver	<b>From:</b> Positive Women's Network
<b>Fax:</b>	<b>Pages:</b> 1
<b>Phone:</b> 604-692-3000	<b>Date:</b>
<b>Re:</b> Group Booking Request	<b>CC:</b>

Urgent  
  For Review  
  Please Comment  
  Please Reply  
  Please Recycle

**Comments:**

I would like to make a request on behalf of the Positive Women's Network for a group booking for approximately [NUMBER] of passengers. We will not require lifts or other such assistance into the bus.

1. **PICK UP:** [DAY/MONTH/YEAR] at [LOCATION] at [TIME]. **DROP OFF:** [LOCATION].
2. **PICK UP:** [DAY/MONTH/YEAR] at [LOCATION] at [TIME]. **DROP OFF:** [LOCATION].

Should you have further questions, please feel free to contact me at the office number provided.

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator

Positive Women's Network  
1033 Davie Street, Suite 614  
Vancouver, BC V6E 1M7  
Phone: 604-692-3000 | Fax: 604-684-3126



[NAME OF MEMBER]  
[ADDRESS]

[DATE]

Dear [NAME OF MEMBER],

Your flights for the upcoming retreat have been booked. Please read the following information carefully. Should you have questions or concerns about your flights, please contact me as soon as possible.

### FLIGHT ITINERARY

- Your flight leaves [DEPARTURE LOCATION] at [TIME OF FLIGHT] on [DAY/ MONTH/YEAR] and will arrive at [TIME OF ARRIVAL] in Vancouver.
- Your return flight leaves the Vancouver airport at [TIME OF FLGIHT] on [DAY/ MONTH/YEAR] and will arrive at [TIME OF ARRIVAL] in [DESTINATION].
- You DO NOT need a ticket but you will need to provide the confirmation number when you arrive at the airport. Your confirmation number is [CONFIRMATION CODE].
- A copy of your flight itinerary is enclosed.

### IMPORTANT THINGS TO KNOW!

- Please bring picture ID with you to the airport.
- You need to be at the airport 90 minutes before the scheduled flight. If you arrive too late, you might not be allowed to board the plane.
- We will be traveling as a group from the PWN office to the retreat site. Please meet us at the PWN office located at [ADDRESS] no later than [TIME]. Please arrive on time because we are unable to wait for late members.
- Please keep receipts for any public bus or airport shuttle you use for transport to the airport; you will be reimbursed for these receipts at the retreat.

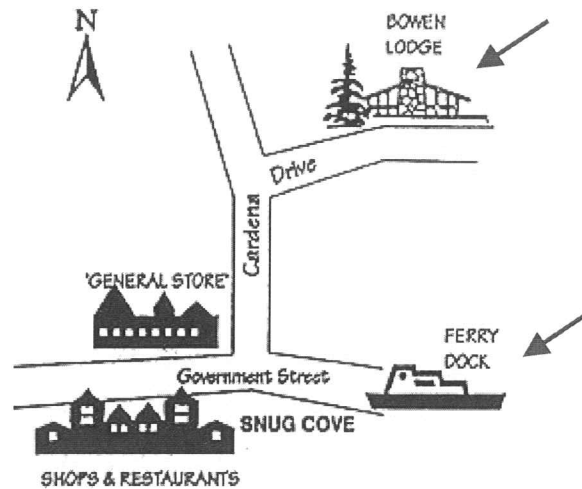
If you need to get in touch with a staff member on the day we leave for the retreat, please call the PWN office at 604-692-3000. If you need to cancel this trip for any reason, please contact me ASAP!

Sincerely,

[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator



## MAP – BOWEN LODGE BY THE SEA



Bowen Island is located in the entrance of Howe Sound, 12 miles Northwest of Vancouver. The trip from the Horseshoe Bay ferry terminal to Bowen Island is a short, scenic, 20-minute ride. The Bowen Lodge by the Sea (see arrow) is only a 5-minute walk from the ferry departure area (indicated by a second arrow).

### Once you depart the ferry...

- Turn right on *Cardena Drive* (the first street)
- Follow the natural curve of the road to the right
- The lodge is located on the left side of the road

### Contact Information for the lodge...

**Telephone:** 604-947-2129  
**Toll Free:** 1-877-947-2129  
**Fax:** 604-947-2122  
**Email:** [info@bowenlodgebythesea.com](mailto:info@bowenlodgebythesea.com)  
**Website:** <http://www.bowenlodgebythesea.com/>  
**Address:** 380 Cardena Road  
 Bowen Island, B.C.  
 P.O. Box A-34  
 V0N 1G0 Canada



# The Menu

SECTION:



## Planning the Menu

Many retreat participants will need to take medication at the retreat. Highly active antiretroviral therapy (HAART) is a potent and life-prolonging medication. Despite the benefits of HAART therapy, medication-related side effects continue to be one of the most prevalent issues that surface in the long-term management of HIV/AIDS. Multiple medication regimens could have effects such as diarrhea, nausea and vomiting.

Metabolic disturbances, nutrient malabsorption and micronutrient deficiencies are also common among people living with HIV/AIDS. The aforementioned health issues, coupled with depression, apathy, fatigue and/or financial restrictions, often lead to a specific form of malnutrition called HIV or AIDS-related wasting syndrome. Wasting is among the leading causes of death for HIV-positive women and men.

Nutritional status impacts the effective management of HIV disease; therefore nutritional concerns should be an important element in planning the retreat menu.

## HIV-related Food Issues

To cope with the wide diversity of food issues that exist for persons living with HIV/AIDS, a sensitive and need-specific method of meal planning at the retreat is

needed to properly complement medication therapies.

Normally, the retreat lodge will either provide you with a pre-determined list of meals to choose from or, they will offer buffet style meals. Either way, it will be necessary to provide the lodge with a comprehensive list of foods that are problematic for people living with HIV/AIDS.

Food items that should be excluded from the retreat menu include:

- Raw eggs. Eggs are safe to eat if the yolk and white are solid, not runny. Foods that may contain raw eggs, such as hollandaise sauce, cookie dough, homemade mayonnaise, and Caesar salad dressing are unsafe for people living with HIV/AIDS.
- No unpasteurized milk or dairy products including soft cheeses such as brie and camembert.
- No undercooked or pink meat or poultry (such as chicken or turkey). All meat should be well cooked.
- No raw or lightly steamed fish or shellfish (such as oysters, clams, mussels, sushi, or sashimi). All fish should be well cooked.
- Raw fruits and vegetables are safe to eat if they are carefully washed.
- No alfalfa sprouts.

All people living with HIV/AIDS must have 24-hour access to purified drinking water. People with compromised immune symptoms are more susceptible to microscopic parasites and water-borne diseases such as cryptosporidium.

## Food Preferences and Allergies

In PWN's *Retreat Application Form*, there is a specific area that is allocated for food issues; food allergies, preferences, dislikes and nutritional supplement requests.

After the attendance list has been decided and confirmed, it is essential to carefully document all the identified food allergies and ensure that the lodge has sufficient warning to make the necessary modifications to their menu.

## Making Snacks Available

In addition to planning breakfast, lunch and dinner, it is vital to have an easily accessible stockpile of assorted food items for attendees to choose from should they be hungry at an odd hour or should they need to take medication outside the scheduled meal times. In the past, members have requested yogurt, cereal, milk, fruit and granola bars. Individually packaged junk foods (such as potato chips and mini chocolate bars) are also popular snack foods.

Prior to purchasing food items, it is important to determine whether or not there will be an unlocked fridge that is easily accessible to members 24 hours a day at the retreat site.

Included in this  
section...

- ***Special Food Instructions Sheet***





## Special Food Instructions [DATE OF RETREAT]

[MONTH, DAY, YEAR]

Attention: [MANAGER]

We took a poll of the women who will be attending the upcoming retreat at [NAME OF THE LODGE] and the following is a list of special food requests they made. I included the first names of the women so that they could be more easily identified by the kitchen staff when meals are served to the group.

- |                                         |                                     |
|-----------------------------------------|-------------------------------------|
| - <b>Jane</b> – no pork                 | - <b>Jamie</b> – lactose intolerant |
| - <b>Shannon</b> – no pork              | - <b>Suzanne</b> – vegetarian       |
| - <b>Donna</b> – no pork                | - <b>Jennifer</b> – vegetarian      |
| - <b>Christine</b> – lactose intolerant | - <b>Shirley</b> – peanut allergy   |

There are some foods that are extremely problematic for persons living with HIV/AIDS. Food items that **MUST** be excluded from the retreat menu include:

- Raw eggs. Eggs are safe to eat if the yolk and white are solid, not runny. Foods that may contain raw eggs, such as hollandaise sauce, cookie dough, homemade mayonnaise, and Caesar salad dressing are unsafe for people living with HIV/AIDS.
- No unpasteurized milk or dairy products including soft cheeses such as brie and camembert.
- No undercooked or pink meat or poultry (such as chicken or turkey). All meat should be well cooked.
- No raw or lightly steamed fish or shellfish (such as oysters, clams, mussels, sushi, or sashimi). All fish should be well cooked.
- Raw fruits and vegetables are safe to eat if they are carefully washed.
- No alfalfa sprouts.

Thank-you for accommodating these requests.

Sincerely,

[RETREAT COORDINATOR]  
Retreat Coordinator

# Programming and the Retreat Agenda

SECTION:



## Programming and Planning

Retreat programs (such as arts and crafts, nature walks, facilitated discussions, massage therapy and workshops) are the heart of the PWN wellness retreats. Attendance at retreat workshops is not mandatory, nor are women asked to register for any workshop in advance. Members choose what they want to participate in and are asked not to pressure others to become involved.

However, as per the *PWN Retreat Agreements*, ALL members must agree to attend both the opening and closing circle. The purpose of these circles is to introduce women to one another, to provide pertinent information about the retreat, to share experiences, struggles and successes, to illicit support when needed and to reflect on the meaning and the impact of the retreat experience.

## Suggestions!

Evaluation forms from previous retreats are often information-rich, providing unique and fresh ideas that can be incorporated into future retreats. Below are a list of retreat program ideas that have been gathered from PWN members and staff:

- ✓ candle making
- ✓ journaling
- ✓ beading
- ✓ basket making

- ✓ theatre sports
- ✓ drumming
- ✓ pipe ceremony
- ✓ yoga
- ✓ aromatherapy workshop
- ✓ art therapy
- ✓ self defense
- ✓ smudging
- ✓ kayaking
- ✓ medicine cards
- ✓ storytelling
- ✓ snowshoeing
- ✓ guided nature walks
- ✓ beat poetry workshop
- ✓ karaoke
- ✓ manicures/pedicures
- ✓ hair cutting
- ✓ board games
- ✓ campfires
- ✓ fireside sex chat
- ✓ movies

The programs that are arranged for any retreat should reflect the cultural and ethnic diversity that is present in the membership-base. PWN has a strong Aboriginal population therefore, there is continued effort to infuse more Aboriginal cultural elements into the retreat workshops and activities.

## The Retreat Agenda

The purpose of the retreat agenda is to guide members through the activities and workshops that are available at the retreat site.

The retreat agenda is composed of three parts, the...

- *Welcome Letter*
- detailed *Weekend Schedule*
- and the *PWN Retreat Agreements*.

When trying to adapt to a new environment with new people, it is not uncommon for members to feel anxious and a little discombobulated when they first arrive at the retreat lodge. To help members settle into their new environment, the *Welcome Letter* provides a brief introduction to the retreat lodge with a description of the key highlights of the facility (e.g., scenic hikes, hot tub access, fireplace and so on). PWN has found it useful to include a list of activities in the *Welcome Letter* that member's can engage in outside the scheduled workshops (such as playing cards, reading by the fire, checking email and so forth).

The second part of the agenda includes a detailed synopsis of the *Weekend Schedule* including a description of the available workshops, meal times and any other important information you might want to include.

The retreat agenda is usually placed inside the member's rooms before they arrive at the retreat site in addition to a small gift or token of the retreat experience (such as bath products, a picture frame, flip flops or chocolates). Each room is also stocked with a bottle of water and a pair of ear plugs for each member!

Included in this section are several sample agenda's that you can use for inspiration!

Included in this section...

- ***Sample Welcome Letters***
- ***Sample Weekend Schedules***

WELCOME EVERYONE!

# WELCOME EVERYONE!

*Please make yourself at home here at the Bowen Lodge by the Sea!*

This little information package will help guide you at the retreat. You might also have noticed some treats on your bed...the beauty products were handmade by Monique and the journals are for you to keep and reflect in. Feel free to decorate them in the art room.

For now, get settled in. Hopefully you will feel rejuvenated at the end of the weekend! If you have questions, please ask Anna, Tamara, Allison, or Sangam. We are also extremely pleased to have our retreat nurse, Yasmin, with us. Please see her if you have any health-related concerns.



Women's Self Defense

Massages

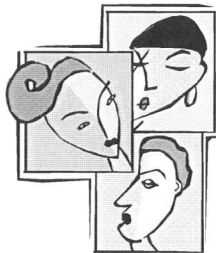


Drumming

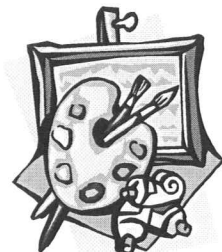
## Things to check out at this Bowen Island Retreat!



Hot Tub



Workshops led by PWN Members



Arts and Crafts



Kayaking

# MENU

So... what's on the menu for the  
retreat???

# WELCOME TO BEAUTIFUL BOWEN ISLAND!

Please make yourself at HOME.

This schedule will guide you through the activities and workshops that are available at the 2006 Bowen Island retreat. You choose what you want to do! You might have also noticed the bag of SPA treats on your bed ... pamper yourself and enjoy! The silver tin is filled with a solid shampoo bar from LUSH. (How does it work? Wet your hair and swipe the bar two or three times across your scalp. Work the ingredients into your hair to create suds and, rinse as normal).

If you have any questions, please ask Tamara, Sangam, Stacie or Ray. We are also extremely pleased to have our retreat nurse, Fairlie at this retreat. Please see her if you have any health-related concerns or if you requested a nutritional supplement on your application form.

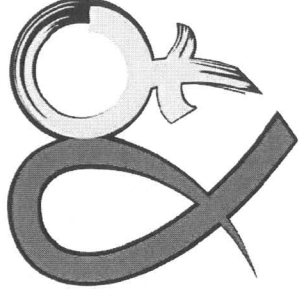
## **In addition to the scheduled workshops you can...**

- Check out the craft table for creative projects you can work on
- Go for a walk near the water
- Read by the fire with a cup of tea
- Play cards
- Take a nap
- Check your email on the hall computer
- Soak in the hot tub
- Hike to the waterfall
- Chat with other women



**Positive Women's  
Network**

# POSITIVE WOMEN'S NETWORK



"I can be changed by  
what happens to me.  
But I refuse to be  
reduced by it."

-- Maya Angelou

2004 SPRING RETREAT

MAY 15, 16 and 17<sup>th</sup>

On Bowen Island



## RETREAT AGREEMENTS

To ensure the safety and comfort of all women on the retreat we ask that:

- There is no use of drugs or alcohol during the retreat
- There is no smoking anywhere inside the lodge or in the hot tub.
- Confidentiality is expected!
- We are respectful of our diversity.
- Quiet time will be 11pm to 7am.
- We need to be prompt for meals.
- Everyone will have a chance to speak without judgment.
- You chose what to participate in.
- Respect one another.
- Attendance at Opening/Closing Circle is mandatory.

## ACTIVITIES

The Art Room allows a person to express thoughts, emotions and memories that may otherwise be left unspoken. You might just be surprised by what surfaces through your fingertips. This is also a wonderful space for meeting new people and re-connecting with old friends.

Contribute to the Retreat Scrapbook! Work with your peers to create a lasting memory of this weekend. Cameras will be made available as will all the materials needed to inspire you.

You are welcome to take home any of the resources you find at the information table. If you have any specific questions related to treatment please write them on the paper provided and we will do our best to answer them.

## WORKSHOPS

Yoga... helps establish a connection between the mind and the body using deep breathing, stretching, holding of positions, and meditation techniques. Yoga may relieve swollen glands, improve stamina and help reduce constant tiredness.

Drumming... listen to your heart and follow its lead. This workshop gives you the chance to use another voice to express your emotions. Be that wild woman you know you are!

Pipe Ceremony: this is one of the most sacred Aboriginal ceremonies. The prayers of the participants are carried on the sanctified smoke and brought aloft to the Creator. All who respect are welcome.

## SATURDAY

- 1:00 Meet at PWN drop-in space
- 1:30 Leave for Horseshoe Bay Terminal
- 2:35 Ferry to Bowen Island
- 3:00 Arrive at Lodge
- 3:30 Opening Circle & Retreat Agreements
- 5:30 DINNER
- 6:30 Skin care, manicures & make-up  
art room (open till 11pm)
- 11:00 Shhh... quiet time please

<u>SUNDAY</u>	
8:00	BREAKFAST
9:00	Art room (open till 11pm) Yoga (one hour)
10:00-12:00	Pipe ceremony
12:00 noon	LUNCH
2:00-4:00	Boat cruise
5:30	DINNER
7:00	Karaoke party!!!
11:00	Shh... quiet time please

<u>MONDAY</u>	
8:00	BREAKFAST
9:00-10:00	Art room (open till 12 noon) Yoga (one hour)
10:00-12:00	Drumming workshop
12:00 noon	LUNCH
1:00-2:15	Closing Circle
2:45	Leave for ferry terminal
3:00	Ferry to Horseshoe Bay
4:00	Arrive back at PWN

## Friday – May 12<sup>th</sup>

- 4:00           **WELCOME TO THE BOWEN LODGE BY THE SEA!**
- There will be snacks, juice, coffee and tea available in the dining room when you arrive - please help yourself!
  - Get your room key, settle-in, unpack and meet your roommates!!!
  - Questions? Find a staff member...
- 5:30           **Dinner**
- 7:00           **Opening Circle**
- Hosted by Stacie
  - This is an opportunity to introduce yourself and to share your thoughts or feelings about participating in this retreat weekend.
  - After the circle, you will have the opportunity to sign-up for a massage and/or haircut appointment.
- 8:00-9:00      **Knitting Workshop**
- Hosted by Shannon
  - At this workshop, you will learn the basic stitches that are needed to create several fun and useful knitting projects (such as a cell phone case, a knitted hood, a pot-holder, headband, scarf and/or dish clothes). Each person who attends this workshop will be given a set of take-home knitting needles and the necessary yarn to complete their selected project!
- 9:00           **SPA Night with Truffles**
- Hosted by Ray
  - Meet by the fireplace to munch on chocolate while indulging in a little luxurious pampering for the girly girl in you! Pop a few cucumber slices on your eyes and relax while enjoying a fresh face mask, foot mask and foot lotion from LUSH (you can even polish your newly prettified toes). This is a great opportunity to relax and to meet the other women!
- 11:00          **Quiet and sleep!**
- zzzzzzzz... very busy day tomorrow!

## Saturday – May 13<sup>th</sup>

- 8:00           **Breakfast**
- 9:00-11:00     **Kayaking**
- Meet Sangam in the lobby for a refreshing and fun morning of open-sea kayaking. Bring a bottle of water, shoes that can get wet, sunscreen and sunglasses and we'll provide the granola bars! If you did not RSVP, we may not be able to accommodate you.

- 10:00           **Snack**
- 10:00           **Massages begin**
- Please be on time in order to get your full 45 minute session!
- 10:00-11:30   **ECO-MAP 101 Workshop**
- An eco-map is a chart that helps identify your strengths and the types of relationships that you have to different people or systems in your life (E.g., school, healthcare, spiritual community, family etc.). Get crafty with fun supplies and create your own personalized eco-map!
- 11:00           **Haircuts Begin**
- Angel will be joining us today as a hair stylist. Please arrive on time for your appointment and get a new "do" for the new "you."
- 12:00           **Lunch**
- 12:45-3:45    **Art Exploration Workshop**
- A gentle creative journey... art-making for the curious! Express yourself or tell-your-story using clay, wood, pastels, paint, crayons and collage materials. Wear comfortable clothing that you can get paint on. No previous art experience is needed!
- 3:00            **Snack**
- 3:30-5:30      **Djembe Drumming Workshop**
- The djembe (pronounced "JEM-bay") is a West African hand drum. During this workshop, you will learn some basic rhythms and hand drumming techniques while connecting with the power of rhythmic music.
- 6:00            **Dinner**
- 8:00-late      **Unlocking the Tickle Trunk**
- Hosted by Shirley.
  - A close cousin of the annual "Fireside Sex Chat!" Let's meet at the fireplace for a memorable evening of conversation and snacks! Check-out the sex toys on exhibit and enter your name in our raffle to win a prize from Womyns' Ware. Bring your curiosity and a great sense of humor!
- 11:00           **Quiet and sleep!**

<b>Sunday - May 14<sup>th</sup></b>
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- 8:00            **Breakfast**
- 9:00            **Haircuts Begin**

- Azeb will be our hair stylist today. Once again, please arrive on time for your appointment!
- 9:00-10:00      **TAMARA'S OFFICE HOURS**
- Meet Tamara in the dining area ...
  - Collect childcare subsidies, honoraria and reimbursement for travel expenses. Please be patient!
- 10:00            **Bags must be packed!**
- The lodge has requested that we have our bags packed and rooms empty by 10:00. Your luggage can be stored in the lobby until we are ready to leave. Thanks for your cooperation!
- 10:00            **Snack**
- 10:00-11:00    **Self-advocacy Workshop**
- Hosted by Kecia
  - Kecia will be sharing some materials and resources on how to be a successful self-advocate. Bring your own experiences and information to share with others and learn some new ideas and tools you can use in the future.
- 11:00            **Closing Circle**
- Hosted by Sangam
  - This circle is an opportunity to reflect on the retreat experience. We will be taking group photos after the circle... everyone in a photo will get a copy of the photo mailed to them as a keepsake of the weekend!
- 12:30            **BBQ Buffet Lunch**
- 2:30             **LEAVE FOR HOME! GOODBYE!!!**
- Your room keys must be returned to Tamara before we leave.
- 3:05             **Ferry to Horseshoe Bay**
- 4:30             **Arrive back at PWN**

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**Thank-you for your  
contribution to this  
weekend!!!**

# Evaluation Forms

SECTION:



## Measuring Success

Evaluations are a foundational part of the retreat planning process. It is important to evaluate the retreat in order to determine whether or not the retreat met its intended goals. The feedback that is gathered from past retreats should be used to inform the program design and implementation for future retreats.

Regular evaluations can also be used to justify funding or to secure additional funds or in-kind support from benefactors. Verbatim comments or quotes from members can be a particularly powerful and effective tool when petitioning for funding.

This section of the manual includes several sample evaluation templates that are designed to stimulate thought and to solicit constructive comments from respondents. The ongoing evaluation of your retreat program will assist you to refine, set-goals, problem-solve and inevitably develop the best possible retreat scenario for your organization.

The purpose of the *Facilitator Report Card* is to assess the likeability and effectiveness of every facilitator at the retreat. This tool is only intended to be used as an in-house reference for planning and arranging programming for future retreats.

The *Member Retreat Evaluation Form* (to be completed by members) consists of a combination of numerical ratings and written responses. This evaluation is usually distributed on the final day of the retreat and ideally, it should be collected before the members leave the retreat site.

The *Staff Feedback Form* is brief and in narrative format. This evaluation form is usually completed after the retreat weekend. The last day of the retreat tends to be chaotic; emotions are heightened and there are a plethora of other last minute tasks that require staff attention.

The sample *Compiled Retreat Evaluation Form* that is enclosed is a compilation of the individual member evaluations coupled with feedback from the retreat staff and a synopsis of the retreat from the perspective of the Retreat Coordinator. The *Sample Final Retreat Report* that is enclosed is used by PWN as a measure of program success for funding purposes.

In addition to soliciting feedback from the members and staff who attended the retreat, it is also worthwhile to contact all retreat 'no-shows.' Members who expressed interest in, but failed to attend, the retreat can provide useful information about what measures can be taken to reduce absenteeism at future retreats.



## After the Retreat

It is important that members have a voice, and a medium by which they can share their experiences of the retreat. For example, PWN publishes a post-retreat article featuring interviews from retreat participants in its newsletter *The Positive Side*. Stories such as these are helpful for demystifying the retreat experience.

On the last day of the retreat, a group photo is taken and all attendees who are part of the photo are mailed a copy of the photo.

## Included in this section...

- Facilitator Report Card***
- Member Retreat Evaluation Form***
- Staff Feedback Form***
- Compiled Retreat Evaluation***
- Sample Retreat Report***
- Retreat Photo Letter***



**Positive Women's Network  
FACILITATOR REPORT CARD  
[NAME & DATE OF RETREAT]**

Name of Facilitator	Honorarium	Services Provided	Comments
<b>Date of Retreat:</b>			

Name of Facilitator	Honorarium	Services Provided	Comments
<b>Date of Retreat:</b>			

Name of Facilitator	Honorarium	Services Provided	Comments
<b>Date of Retreat:</b>			

Name of Facilitator	Honorarium	Services Provided	Comments
<b>Date of Retreat:</b>			





6. What would you like to see included on future retreats?

7. Did you make connections with other women at this retreat?

8. If you could change one thing about this retreat, what would that be?

9. Please rate the retreat overall:

EXCELLENT     VERY GOOD     GOOD     FAIR     POOR

10. Please rate the retreat activities:    1 = Poor and 5 = Excellent

List workshops or activities offered	1	2	3	4	5	DID NOT DO
(E.g., massages, hair cuts)	1	2	3	4	5	DID NOT DO
	1	2	3	4	5	DID NOT DO
	1	2	3	4	5	DID NOT DO
	1	2	3	4	5	DID NOT DO

11. Is there anything else you would like to add about your experience at this retreat?

---

***THANK-YOU for your input!***





**Positive Women's Network**  
**COMPILED RETREAT EVALUATION**  
 [NAME & DATE OF RETREAT]

**RATING FOR THE RETREAT OVERALL:**

RETREAT RATING	NUMBER OF RESPONSES
Excellent	0
Very Good	0
Good	0
Fair	0
Poor	0

**RATINGS FOR THE RETREAT WORKSHOPS/ACTIVITIES:**

ACTIVITY	NUMBER OF RESPONSES	AVERAGE RATING (1-5)
(E.g., Massages, Kayaking)	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00

**VERBATIM WRITTEN RESPONSES:**

**Please note:** Each completed evaluation was assigned a number and each verbatim response to the questions listed below begins with that number. Please note that not all women answered all questions.

1. What were your expectations for this retreat?
2. Were your expectations met?
3. What was the best thing about the retreat?
4. What didn't work? What needs improvement?
5. How could we improve future retreats?
6. What would you like to see included on future retreats?
7. Did you make connections with other women at the retreat?
8. If you could change one thing about this retreat, what would that be?
9. Is there anything else you would like to add about your experience at this retreat?

## **SAMPLE FEEDBACK REPORT: Member's Wellness Retreat Weekend**

The Wellness Retreat Weekends that are offered through the Positive Women's Network, continue to be a powerful extension of the support program. They are meaningful and highly anticipated events. The 2006 PWN retreat at the Bowen Lodge by the Sea on Bowen Island was a roaring success. This retreat had a 90% attendance rate; of the 29 members who were invited to attend, 26 women attended. We were also excited to include several new members in this wellness weekend; 10 members who attended this retreat had not attended a PWN wellness retreat before. In addition, 14 members who attended this wellness weekend currently live outside the lower-mainland. We were able to utilize different modes of transportation to transport these women to the retreat including flights, greyhound tickets, taxi cabs, the Westcoast express, carpooling etc. By organizing and covering all the retreat-related expenses including transportation, more members who are geographically isolated from the Vancouver-based PWN support programs were able to participate in this memorable weekend.

The members who were in attendance at the 2006 Bowen Island Retreat were given the opportunity to participate in a variety of pampering, fun and therapeutic activities. Professional facilitators continue to make this wellness retreat a supportive, enjoyable and engaging event for our members. Bodywork is an extremely popular service during the retreat weekend; at our wellness retreats each woman has access to a 45-minute massage therapy session. The women were able to choose from a variety of massage modalities including Swedish, relaxation massage, deep tissue bodywork, lomi lomi, reflexology and shiatsu. The women also had the opportunity to take part in a guided Saturday morning open-sea kayaking tour. Additional workshops included an ECO-Map workshop where members were able to create personalized charts identifying their talents, strengths and the types of relationships they have to different support systems in their lives. This retreat also included a 3-hour art therapist facilitated Art Exploration Workshop. This workshop provided space for a gentle and creative artistic journey; attendees were able to tell their story using materials such as clay, wood, pastels, paint, crayons, paper and collage. Our members were also given the option of attending a Djembe Drumming Workshop where they learned basic rhythms for this unique West African hand drum. This seminar enabled the women in attendance to connect with the relaxing power of rhythmic music. After receiving feedback requests from previous retreats, this retreat also included two hairstylists and each attendee had the opportunity to have a haircut. We were also thrilled to host a SPA night; the women munched on chocolate truffles while enjoying tubs of fresh face masks, foot masks and foot lotion from LUSH.

In addition to the workshops organized by professional facilitators, this retreat had three member-led seminars which included a Knitting Workshop, an "Unlocking the Tickle Trunk" Workshop and a Self-Advocacy Workshop. PWN received a donation of sex toys for exhibit purposes from Womyn's Ware and these toys were displayed during our member-led Tickle Trunk chat. PWN members are a highly marginalized group of women who face unique barriers in expressing their sexuality. The Tickle Trunk Chat provided our members with an opportunity to discuss sexuality, safer sex and intimacy in a confidential and non-judgmental atmosphere. This chat provided our members with an opportunity to express curiosity, to ask questions and to

discuss sexuality in a confidential and non-judgmental atmosphere. At the Knitting Workshop, each attendee received a pair of take-home knitting needles in addition to the instructions and materials they needed to create several fun and useful knitting projects. The member-led Self-Advocacy Workshop utilized written materials and personal experiences towards the goal of providing the women in attendance with the tools they need to become more successful self-advocates.

Our members come from diverse backgrounds and their daily-lived realities could include caring responsibilities, social isolation, poverty, mental illness, homelessness and/or violence. The PWN Wellness Retreat Weekends provide our members with an opportunity for fellowship, friendship and relaxation in a safe and welcoming environment. Subsequently the retreat serves as a catalyst, enabling women from the islands to form new connections and to create new informal support networks in their immediate area.

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**STATISTICAL INFORMATION**

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Total number of members who attended	26
First time attendees	10
Attendees who live outside the lower-mainland	14
Number of PWN staff	4 Support Staff and 1 Retreat Nurse

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**SCHEDULED RETREAT PROGRAMS**

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- Opening Circle
- Knitting Workshop
- SPA night with truffles
- Guided open-sea kayaking tour
- Massage therapy
- ECO-map workshop
- Art Exploration Workshop
- Djembe Drumming Workshop
- Haircutting
- Unlocking the Tickle Trunk Workshop
- Self-Advocacy Workshop
- BBQ Buffet
- Closing Circle



---

## MEMBER FEEDBACK

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*"This was my first retreat and it was awesome!"*

*"I was able to rest – see old friends, meet new"*

*"The best thing about the retreat was the laughter and comfort level"*

*"I laughed, relaxed and met some fabulous women"*

*"Peace and quiet"*

*"Aside from the good food, the best thing about the retreat was the good people"*

*"The women, the laughs, the food, all of it was great!"*

*"I connected with almost every woman and had great conversations"*

*"Add another day on each end of the retreat!"*

*"I live for seeing everyone again. I like the knowledge I gain from all and, the ability to do nothing if I choose. Thank-you for giving me the chance to be included"*

*"The best thing about the retreat was the massage, haircuts, hot tub, meeting [and being accepted by] different people!"*

*"Thank-you to all the facilitators and organizers, you all have my gratitude!"*

*"It was just nice being around other women like myself"*

*"I hope to go to more! Thx PWN staff"*

*"I appreciated being... out of the city away from the sickness that surrounds me daily"*

*"Wonderful"*

*"I just really had a great time this time around. It was really amazing! I had some really educational conversations in the hot tub!"*

*"Really appreciate being able to experience this trip!"*

*"Loved it!"*



# Hello Again

Here is your copy of the group photo from the  
[DATE AND LOCATION OF RETREAT].

Enjoy the picture and we hope to see you at another PWN retreat soon!



[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator

Lower Mainland 604-692-3000  
Toll Free 1-866-692-3001



# Hello Again



Here is your copy of the group photo from the  
[DATE AND LOCATION OF RETREAT].

Enjoy the picture and we hope to see you at another PWN retreat soon!



[NAME OF RETREAT COORDINATOR]  
Retreat Coordinator

Lower Mainland 604-692-3000  
Toll Free 1-866-692-3001



# conclusion

SECTION:



# In Conclusion...

PWN has organized wellness retreat weekends since 1993. These wellness weekends garner extraordinary commendation from all involved and, they are highly valued by the PWN membership. 'Magic happens' is the phrase that is often used to encapsulate the retreat experience.

In light of continuing to improve our retreat programming, we have recently undergone an evaluation process to take a look at how the retreats are run and what they deliver. In evaluating the retreat program, independent reviewers examined documentation from previous retreats, conducted phone interviews with PWN staff (including the Executive Director, a nurse who has attended several retreats and two staff who have acted as Retreat Coordinators). The reviewers also interviewed staff members from other community-based organizations and they conducted two focus groups with PWN members (one with members who had attended retreats and another with members who have yet to attend a retreat).

The ideas, suggestions and feedback that were gleaned from these brainstorming sessions have been incorporated into this toolkit. Once again, this toolkit is the first version of its kind and we welcome your feedback on your experiences using this guide. Please feel free to direct your comments to:

**Bronwyn Barrett**  
**Support Program Coordinator**

Positive Women's Network  
1033 Davie Street, Suite #614  
Vancouver, BC V6E 1M7  
CANADA

Phone: 692.3008  
Email: [bronwynb@pwn.bc.ca](mailto:bronwynb@pwn.bc.ca)  
Toll-free: 1.866.692.3001 (British Columbia only)  
Fax: 604.684.3126

Thank-you!



**Positive Women's  
Network**

*Action and Leadership on Women and HIV/AIDS*

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[www.pwn.bc.ca](http://www.pwn.bc.ca) • [www.pwn-wave.ca](http://www.pwn-wave.ca)