

Starting A Caring Center in Your Community



CARING CENTER
— INTERNATIONAL —

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Introduction

The Caring Center is actually a vision. A vision of a world where each one of us cares for and supports each other... a world where each of us shares our gifts to those in need... a world that is joined at the heart.

Caring Centers are located at various churches and medical centers and are staffed by volunteer practitioners who offer free Complementary Care to their community. The practitioners are trained in a variety of modalities and work in pairs or individually. Each Caring Center is usually open for a 2-hour period, one evening per week. Every Caring Center is autonomous and works in unity with their sponsoring location to create a service that is responsive to the needs of the community. Since its onset in October of 1996, the Caring Centers have provided thousands of complementary care sessions to people who have come seeking relief from a host of different challenges, including stress, depression and a variety of medical difficulties.

The Caring Center provides each of us an opportunity to learn and share our skills, and gives our neighbors an opportunity to experience a variety of complementary care modalities. By caring for each other we become part of a grass roots movement that reconnects our communities and empowers people to take an active part in maintaining their own health.

CCI Vision

Caring Center International awakens people to integrate holistic health care into their lives and create caring communities.

Mission

Caring Center International is dedicated to the establishment of a network of Caring Centers throughout the world. We provide training and materials to assist in the establishment of independent Caring Centers.

Values

- Personal Integrity
- Compassionate Service
- Heart Centered Sharing
- Seeking Truth
- Creating Trust
- Honoring Self and Others
- Self Empowerment
- Integration of Mind, Body and Spirit
- Ethical Practice

Starting A Caring Center In Your Community

It is our intent to make starting your own Caring Center as easy as possible. We offer many different types of support and will work with you to help you choose which type of support works best for you. For instance, we can give presentations that will help you find locations, attract volunteer practitioners or gain support from a Board of Directors or company that may be interested in sponsoring a Caring Center site. We can also supply you with the materials needed to conduct these presentations yourself.

We hope you will consider visiting Memphis for coordinator training. Many volunteer leaders have benefited greatly by observing the variety of different environments that the Caring Centers are currently operating in. Your visit will give you the opportunity to talk to and work alongside our local volunteers. There's no substitute for being able to experience the incredible energy that's present when a group of practitioners are working together.

We experience the joys of this volunteer work weekly, and have developed simple operational patterns that have allowed us to bring complementary care into a variety of community settings. We've made presentations about this pattern in workshops and conferences, and many people have responded with a strong interest and desire for this work. We've documented the methods and patterns that have proven to be successful, and will share them with you if you decide to embark on your journey to create a Caring Center of your own.

If the beauty of the Caring Center model touches your heart, please complete the following steps:

1. Read this packet thoroughly
2. Sign and return the Caring Center Registration Forms, which includes the Development Agreement and the Caring Center Contact Summary (located at the end of this packet).
3. After we receive your completed forms, we'll call you to design a program of training and support services that meet your needs, including such things as:
 - Support for your process of choosing a Caring Center location.
 - Assistance in working with your Sponsoring Organization
 - Set up and implementation of a program to train your Caring Center Coordinator.
 - Guidance in identifying Volunteer Practitioners.
 - Formal training for your Volunteer Practitioners.
 - A Caring Center "Dry Run" at your location.

Requirements For Caring Center Replication

The Caring Center is a Federally Registered name and program model, with a registered logo. While recognizing the need for each community to implement a program that best addresses its unique needs and resources, it is important to insure that all Caring Centers are consistent in philosophy, goals and services within the program model.

The following guide outlines the expectations for every program that uses the Caring Center name, program model, logo and program materials:

- Adoption and implementation of the Caring Center Values (see previous page).
- A physical location for the Caring Center. This includes, at a minimum, a gathering area and a treatment area that are separated, to allow quiet treatments for your guests.
- A sponsoring individual, group or organization that will assume Fiscal and administrative accountability and will have a long-term commitment to the program. A sponsor could be an existing group such as a church, hospital, health clinic, wellness center, etc.
- Use of CC materials without changes. Changes in program materials must be approved by the CCI prior to implementing your program. This does not include changes that will be made to localize the materials. In addition, CCI requires copies and final approval of any materials developed for the program prior to implementation.
- Acknowledgement of the origin of the program model on all written materials, verbal presentations and media requests. This may be a simple statement like: *The Caring Center is a program model developed by Caring Center International.* The Caring Center name and logo is federally registered and must be used together. When replicating Caring Center International model, you must use the words *Registered in the U.S. Patent and Trademark Office, or Reg. U.S. Pat. & Tm. Off.*, or the ® symbol in conjunction with the Caring Center name and logo on all labels, brochures, booklets, and advertising materials. The name and logo can only be used with programs that are consistent with the program model, and the name and logo must be used together.
- A coordinator for the Caring Center who has received training from CCI, and has made the commitment to:
 1. Attend the Caring Center regularly, making sure it is opened, set up and closed as required by the location, by themselves or by a designated, responsible agent.

2. Provide copies of supporting materials as needed, including name tags, registration forms and manuals for the volunteers and information brochures booklets and flyers for the community.
3. Provide orientation/training for new Volunteer Practitioners.
4. Ensure that all new Practitioners sign a Caring Center Registration Form, which requires them to adhere to the Code of Ethics and Guidelines for practitioners.
5. Conduct monthly Core Group meetings for Volunteer Practitioners.
6. Collect and handle any donations that are received by your local Caring Center.
7. Collect and report statistics and information to Caring Center International as requested.
8. Act as the liaison and contact person to your Sponsoring Organization, signing any required agreements that are not in conflict with the policies set forth by Caring Center International.
9. Conduct community recruitment of trained practitioners who represent a broad range of Complementary Care Modalities.
10. On-going support, supervision and in-service training for volunteers.
11. Implementation of the program evaluation materials designed by CCI to insure and maintain quality services.

Caring Center International Training Program

When you have submitted your Registration Forms to CCI, you will receive your Program Development Information, and we'll discuss your training needs. Your ability to observe an existing Caring Center will greatly assist you in starting your own Caring Center, but is not required. Our ability to travel to your location to provide training will depend upon the state of our treasury. It is our intention to create a steady stream of funding for CCI so that we can provide training without expense to you. We appreciate any donations and financial support that can be provided to assist us with our mission to establish Caring Centers in every community.

- **Coordinator Orientation and Training**

If possible, we strongly recommend that you visit an existing Caring Center site as part of this training. Your training will include all aspects of creating and operating a Caring Center.

- **Presentation For Sponsoring Organization**

This is a PowerPoint presentation designed to increase support and recruit volunteers for your Caring Center.

- **Volunteer Orientation**

Caring Center Code of Ethics
Caring Center History
Volunteer Guidelines

Procedures for providing services
Professional Conduct when providing services
Policy regarding referrals

- **Site Orientation**

Tour of the layout
Setup and layout planning
Site procedures
Opening Talk and Closing Circle Demonstration

- **Caring Center Dry Run**

Volunteers set up, operate and take down a Caring Center evening without the public attending. This is a good time for Volunteer Practitioners and individuals from your Sponsoring Organization to experience the Caring Center.

Caring Center International Materials

The following is a list of materials that we have available and can provide, once you have returned a signed Development Agreement. You will be permitted to print copies of these materials. If you require our assistance to make copies, there may be a fee involved.

- Business Cards (by request)
- CCI logo (by request)
- Release Form for Guests
- Guest Survey
- CCI Letterhead (by request)
- Name Tag Template
- Operations Handbook
- Power Point Presentation (by request)
- Practitioner Handbook
- Practitioners Sign-In Form
- Statistics Template
- Tri-Fold Brochure (“A Gift of Deep Relaxation”) and sample insert
- Welcome Booklet (“Welcome To The Caring Center”) and sample insert

Equipment and Materials You Will Need

A location with at least two rooms – waiting area & session room

In The Session Room:

1. Tables for sessions – use foam pads if folding tables are used

2. Sheets and Towels – Recommend two sets of sheets and one set of towels for the number of tables to be used
3. Stools or chairs for practitioners
4. CD Player and quiet meditative CD's
5. Lamps and/or candles as needed to provide soft lighting

In The Gathering Room:

1. Information table – for setting out Registry Book, flyers and private business cards
2. Practitioner Sign-In Forms
3. Release Forms for Guests
4. Dry Erase Board and markers for guest sign-in
5. Donation Box (optional)
6. Seating for waiting guests
7. CD Player and quiet meditative CD's

Caring Center Registration Forms

While we recognize the desire for each community to implement a program that best addresses its unique differences and resources, it is important that the Caring Center programs remain consistent in philosophy, goals, and adherence to the program model.

On the following pages you will find your Registration Forms, which must be completed prior to initiating CCI services. These Registration Forms include:

Information Summary---describes your planned program design, names and contact information. Fill out as much as you can.

Development Agreement---signed agreement between your Caring Center program and Caring Center International .

Submission of these completed forms will begin your training and support services. It will permit you to use the Caring Center name and logo, give you access to training, support and materials, and list your Caring Center on our web site and other CCI materials. A copy of your Development Agreement, signed by a CCI Director, will be returned to you.

Please return the completed forms to:

Caring Center International
6114 Explorer Ave.
Bartlett, TN 38134

We hope that you will contact us if you have any questions:

Deb and Bob Ford
(901) 383-8072
rjford@bellsouth.net

Information Summary

Please complete as much as you can at this time

Sponsoring Organization: _____

Organization Address: _____

Organization City/State/Zip: _____

Organization Phone: _____

Organization Fax: _____

Organization Email: _____

Organization Website: _____

Contact Person: _____

Contact Address: _____

Contact City/State/Zip: _____

Contact Phone: _____

Contact Fax: _____

Contact Email: _____

Estimated Number of Volunteers: _____

Population to be served: (check one or more)

- General Public
- Medical Center
- Other (explain)

Proposed CC Operation Schedule:

Day(s) of week: _____

Hours: _____

Please describe below your ideas/concerns regarding volunteer recruitment:

Please share any of your questions:

Development Agreement

With the goal of offering quality free complementary care services by volunteer energy practitioners to the Community of _____,
(name of city or town)

I/We, _____
(name of sponsoring individual or organization)

agree(s) to follow the program replication guidelines of the Caring Center set forth by Caring Center International. In addition, we agree to the goals and philosophy of the Caring Center program and will replicate the ethics, goals and objectives in the development, implementation and maintenance of our program.

We agree to hold Caring Center International officers and employees harmless from any and all claims and damages of every kind made, rendered or incurred by our Caring Center. Our Caring Center is held harmless from any and all claims and damages of every kind made, rendered or incurred by Caring Center International.

In signing this agreement we promise that we will not use the Caring Center model to create an independent program of our own. We also agree to use the Caring Center logo together with the Caring Center name and will ensure that the words "*Registered in the U.S. Patent and Trademark Office, or Reg. U.S. Pat. & Tm. Off.*" or the ® symbol is included with the Caring Center name on all printed materials. We further agree that we will not use any Caring Center materials (including printed, video or electronic formats) except in conjunction with an approved Caring Center operation.

_____ Date	_____ Coordinator or Representative of Sponsoring Organization
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_____ Date	_____ Caring Center International Board Officer
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_____ Date	_____ Caring Center International Board Member
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