

Application To Host

Annual National Rising Above Conference
 Box 930,
 Niverville, MB R0A 1E0

Thank you for your interest in hosting the Annual National Rising Above conference. To further the process, please complete an application by providing the following information and submitting a \$500 deposit as a commitment to host. The deposit defrays administration costs and is not refundable after the conference agreement has been signed. Send the completed application to the office: Box 930, Niverville, MB R0A 1E0.

1. Vision	A general description of the vision for the event:
	a. Target audience i. Who you want to reach i.e. people group, age group?
	ii. What is the geographical area you wish to target?
	iii. What do you expect the capacity attendance will be?
	b. Rationale- Why you feel this kind of event is needed in your area? Include any stories, statistics, events that illustrate the need.
c. Objectives- what you want the event to achieve.	
2. Date	Proposed date (yyyy/mm/dd):
	Alternate date (yyyy/mm/dd):
3. Conference Facility	a. Meeting Rooms i. Main meeting room seating capacity in round tables? (min. 150) ii. Number of available break off rooms/spaces with capacity of 20-50? (min. requirement- 1 space/20 people) iii. Number of available rooms for private counseling with capacity of 3-4 people. (min. requirement- 4 rooms)

	b. Describe its accessibility by road and proximity to nearest commercial airport.		
	c. List at least three suggestions for accommodations for staff and participants (list capacity, cost, proximity to proposed venue. Include at least one suggestion for low-cost accommodations.		
	Capacity (# rooms)	Cost/night	Proximity to Venue (min. walk)
4. Planning Team	List names of 6-10 committed people who will form the planning team. Each must sign the Lifestyle and Morality Standards Policy. The team must be comprised of at least 50% Aboriginal/Metis.		
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5. Support Base	List confirmed churches, individuals, businesses, councils etc. who have been contacted and are willing to support the event through promotion, prayer, volunteers, support workers, hospitality, and financial resources. There needs to be evidence that there is enough support that this event will likely be successful.		
6. Financing	How do you propose the event will be financed?		
7. Primary Contact	Name:		
	Address:		
	Phone:		
	Email:		

Application Process

- Submission of application and \$500 deposit to Rising Above office.
- Review of application by Rising Above.
- Response from Rising Above within 2 weeks of submission.

Planning Process

Rising Above Event Manager will manage the work of the local team all the way up to and including at the event. He/she will coach them on what it takes for a successful event to happen. An event planning manual is available from the office which details the planning of a conference. Below is a sketch of the process:

- Establish a local planning team of 6-10 people comprised of at least 50% First Nations.
- Review the original vision with the committee. Discuss, revise and affirm a vision.
- Inform local authorities of the event in an effort to gain their blessing and support i.e. chief and council, ministerial. Offer an invitation to give an opening address.
- Confirm a date with Rising Above Event Manager.
- Book a facility in consultation with Event Manager.
- Develop a budget in cooperation with the Event Manager.
- Designate planning team leaders (as per the event organizational chart in the planning manual).
- Commence with planning, promotion and fundraising.

Finances

Total expenditures for the Annual Conference can range from \$38-42,000. To aid you in determining the finances required for an event, a general budget estimate can be obtained upon request. It is the policy of Rising Above that funds raised in the name of Rising Above for the purpose of financing a board approved event are the property of Rising Above and subject to a full accounting. Any surplus funds must be returned to Rising Above. Of the surplus total, \$1000 will be deducted for administration expenses of the conference not included in the budget. The remainder will be accessible for follow-up activities.

1. Responsibilities of Rising Above

- 1.1. Approve the conference budget, absorb any deficit, hold surplus funds in trust.
- 1.2. Sign all contractual agreements.
- 1.3. Pay all invoices over \$200.
- 1.4. Receipt and acknowledge donations made to Rising Above.
- 1.5. Approve conference registration fees.
- 1.6. Handle all registration income.

2. Responsibilities of the Planning Team

- 2.1. Keep expenditures within the approved budget.
- 2.2. Keep a complete and accurate journal of income and expenditures. The journal and expense receipts must be submitted to Rising Above after the conference.
- 2.3. Raise the budget from registration fees and fundraising.

- 2.4. Fundraise between \$10-20,000 depending on the budget.
- 2.5. Meet the following fundraising deadlines:
 - +\$1000 by December 15. Covers cost of promotional materials.
 - +\$1500 by January 15. Covers cost of mailing and shipping.
 - +\$1500 by February 15. Covers cost of advertising.
 - +\$1500 by March 15. Covers cost of rental deposits and travel bookings.
 - +\$1500 by April 15. Covers cost of manuals.
 - +balance of fundraising by May 15.

Cancellation

1. If either party decides to cancel the Conference Agreement before it has been signed by the Event Manager and applicant, the \$500 deposit is refundable.
2. If the applicant decides to cancel the Conference Agreement after it has been signed by the Event Manager and applicant, the \$500 deposit is non-refundable as it is deemed to cover incurred administrative expenses.
3. Rising Above reserves the right to cancel the Conference Agreement if the first two fundraising deadlines are not met.

Speakers and Topics

The line up of speakers and topics will be decided by Rising Above but local input is welcomed. The following people make up the Rising Above team. Their availability for the annual conference depends on their personal schedules.

Selma Poulin- Oji-Cree M.A. in Biblical Counseling. Counselor, speaker and workshop teacher on issues of sexual abuse, suicide, residential school experience, and counseling the sexually abused.

Howard Jolly- Cree, Master of Divinity. Pastor, speaker on Residential school issues, youth issues, and various biblical topics, musician in Rising Above Band.

Mervin Cheechoo- Cree, Graduate of Briercrest Bible College, pastor, speaker on parenting, youth issues, and various biblical topics.

Linda Martin- Oji-Cree, M.A. in Biblical Counseling, Counselor, speaker and workshop teacher on issues of sexual abuse, grief.

Rick Martin- M.A. in Biblical Counseling. Counselor, musician in Rising Above Band, workshop teacher on self-esteem, depression, counseling skills, grief.

Terry Martin- M.A. in Biblical Counseling. Event manager, counselor, musician in Rising Above Band.

Brenda Martin- Diploma in Counseling. Counselor, musician in Rising Above Band.

Gary Quequish- Oji-Cree, M.A. in Biblical Counseling. Counselor, speaker and workshop teacher on issues of suicide, grief, crisis intervention, sexual abuse.

Joanna Shaule- M.A. in Biblical Counseling. Counselor, speaker on sexual abuse and counseling the sexually abused.

Steve Masterson- M.A. Counseling. Counselor, speaker on sexuality and sex, manhood and womanhood, marriage.