

Application To Host

Rising Above Regional Event
 Box 930,
 Niverville, MB R0A 1E0
 Ph. 1-888-777-1380 Fax 204-388-5365

Thank you for your interest in hosting a Rising Above regional event. To further the process, please complete an application by providing the following information and submitting a \$500 deposit as a commitment to host and to reserve a date. 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. Objectives- what you want the event to achieve.		
	c. List the topics you wish to address.		
	d. List the facilitators you wish to have come (subject to availability, substitutes may be provided)		
2. Time Frame	# of days:	Start time:	End time:
	Proposed date (yyyy/mm/dd):		
	Alternate date (yyyy/mm/dd):		
3. Facility	a. Meeting Rooms		
	i. Seating capacity in round tables of main meeting room?		
	ii. Number of available break out rooms/spaces with capacity of 20-50? (minimum requirement- 1 room/20 people. Main meeting room can be used as 1 space.)		
	iii. Number of available rooms for private counseling with capacity of 3-4 people. (minimum 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 who may travel in (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.		
			Aboriginal / Metis <input type="checkbox"/>
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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. Finances	How do you propose the event will be financed?		
7. Primary Contact	Name:		
	Address:		
	Phone: (h)	(w)	(c)
	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.
- Sign the Event Agreement.

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 6-8 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.
- Confirm a date with Rising Above Event Manager.
- Book a facility in consultation with Event Manager.
- Designate planning team leaders (as per manual).
- Set a budget in consultation with the Event Manager.
- Commence with planning, promotion and fundraising.

Finances

The financial responsibility of the event lies with the host. On-line registration funds and funds raised by the host for the event may be handled through Rising Above for receipting purposes. It is the policy of Rising Above that funds receipted through Rising Above for the purpose of financing a board approved event are the property of Rising Above. Such funds will first be used by Rising Above to offset Rising Above's event costs, then to any outstanding expenses incurred by the host. Any surplus after all expenses are paid will be held in trust by Rising Above but will be accessible for follow-up activities. The cost of an event will be largely influenced by locally driven expenses i.e. venue, travel, meals, accommodations, etc. In addition to these costs, Rising Above charges an honorarium fee per speaker/counselor/facilitator per day plus a fee per registrant to offset costs incurred by Rising Above. There will be an administration fee of 10% of all expenses processed through Rising Above as per the signed agreement.

1. Responsibilities of Rising Above

- 1.1. Assist in establishing a budget for the conference.
- 1.2. Receipt and acknowledge donations made to Rising Above.
- 1.3. Handle on-line registration income.
- 1.4. Hold surplus funds from the event in trust for use for approved follow-up activities.

2. Responsibilities of the Host

- 2.1. Pay the nonrefundable administration fee.
- 2.2. Raise the budget from registration fees and fundraising.
- 2.3. Set conference registration fees.
- 2.4. Open a separate conference bank account. All cheques must be cosigned.

- 2.5. Maintain a positive monthly balance in the account and keep all statements.
- 2.6. Cover all event expenses including;
 - 2.6.1. Travel, accommodations, and meals for the Rising Above Team during the event and during their travel directly to and from the event.
 - 2.6.2. Rising Above's costs as per the signed agreement.
 - 2.6.3. All other expenses incurred by the host associated with the event.
- 2.7. Handle all registrations except on-line registrations made through Rising Above.
- 2.8. Keep a complete and accurate journal of income and disbursements. The journal and expense receipts must be submitted to Rising Above after the books are closed.
- 2.9. Return any excess funds to Rising Above and close the bank account.
- 2.10. Acknowledge any gifts that are received and not receipted through Rising Above.

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. The applicant will also be financially responsible for any costs incurred by Rising Above directly related to the event.

Speakers and Topics

The following people make up the Rising Above team of facilitators. The applicant may request certain facilitators. Their availability for an event depends on their personal schedules. Other facilitators may be added from time to time by Rising Above to meet requests.

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.

Liz Beardy- Oji-Cree, Diploma in Biblical Counseling. Counselor, workshop teacher on sexual abuse, suicide, grief.

Daren George- Wet'suwet'en, Diploma in Biblical Counseling. Counselor, workshop leader on youth issues, suicide, sexual abuse.

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

Terry Martin, M.A. in Biblical Counseling. Rising Above Band.

Brenda Martin, Diploma in Biblical Counseling. Counselor, Rising Above Band.

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

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