

YOU can
Make a Difference,
Have Fun,
& Make Deeper, Meaningful Connections
with other Women*
in 3 Simple Steps

(*Sorry, Guys – this is for Women only!)

A Step by Step Guide for Convening Power Hour Circles

Universal Circle of Women



Circle Convener's Guide

Thank you for your interest in becoming a Power Hour Circle Convener!

First things First...

What is Universal Circle of Women? Universal Circle of Women is a spiritual community of women supporting women. We provide programs and resources to women who want to make a difference, create a sense of community and become more compassionate, self-empowered individuals.

Does this sound like YOU? Yes? Then read on...

What are Power Hour Circles? Our primary program, the Power Hour Circle, is a unique combination of the empowering, age-old concept of the Women's Circle blended with modern technology. Each Power Hour Circle brings together 6 to 8 women with the intention of accepting themselves as great just as they are, while forming deep, meaningful relationships with other women. To make this a fun and fulfilling journey, each Power Hour Circle is guided through hour-long discovery sessions by means of pre-taped videos.

Why Videos instead of Live Facilitators? We utilize the DVD videos to provide accessibility to women all over the English speaking world (English for now! We have our sights set on making these available in different languages in the future.) This video format means women can gather in a circle anywhere they have access to a TV with DVD player. They don't have to find a facilitator where they live.

What's in the Videos? Good stuff!! Our aim is to provide information to women that will enhance their lives... show them the beauty of who they are and all they have to offer. We want women to feel joyful and create harmony in their homes... because the domino effect of their inner peace and harmony will change the world for the better. (To get a deeper understanding of what we mean, please read the Hundredth Monkey story on our website www.universalcircleofwomen.com/thebigpicture)

There are several Series of Power Hour Circles, each with different themes.

The first Power Hour Circle Series contains 8 video-guided sessions that provide a foundation for the group. These sessions will allow you and the other women in your group to:

- Get to know and accept your self for who you are
- Allow you to express yourself in a safe and supportive environment
- Create a common ground for 'female bonding'
- Get to know other women at a deeper level
- Define what 'community' is and what you want to contribute and receive from community
- Raise your self-esteem levels (no matter what level you're at now)
- Develop compassion for yourself and others

Subsequent Power Hour Circle Series are shorter in length and vary in topics: Communication; Living Authentically; Relationship Building; Parenting; Wealth Generation; Being Nurtured by Nature; Simple Health Plans... more details at http://www.universalcircleofwomen.com/circle_descriptions.html

What is a Circle Convener? A fabulous woman like you who wants to see a Power Hour Circle come to life!

The role of the Circle Convener is NOT to *lead* the circles, but to *initiate* and *maintain* a Power Hour Circle with a minimum of 6 and a maximum of 8 women. This is where our simple 3-step process comes into play:

Step 1. ASK - Ask all the women you know if they'd like to be empowered and make more quality friendships with other women. (If you're a list maker, you'll want to make a list of 12 to 15 women that you'd like to see on a weekly basis and call or personally approach all of them. If you're the email queen, we have an email invitation that you can send to your friends/colleagues/co-workers.) When they say, "Yes, I'd like to be empowered and have more quality friendships!" move to...

Step 2. OFFER – Offer them the Power Hour Circle as a way to meet like-minded women and become the best version of themselves. We have handy flyers that help you invite them to be part of a circle. And there is our beautiful website www.universalcircleofwomen.com to answer all their questions. When 7 women have said, "Yes! I really want to join a Power Hour Circle!" Then go on to...

Step 3. SET A DATE – Pick the day and time that works best for you to meet, then pick the first starting date. Let us know when you want to start and we'll send you everything you need.

Is it really as easy as 1-2-3? Ok, so there are a few more sub-steps, but they really aren't very difficult. We even offer you some easy guidelines below that take the guesswork out of the process for you.

Why would you want to be a Circle Convener?

Being a Circle Convener is easy and rewarding. You, as a convener, not only get 8 guided sessions of valuable life-enhancing learning and sharing opportunities for FREE, you'll get to know 5 to 7 other women very well, making deep connections with these new friends. You will also get the wonderful satisfaction of knowing that YOU were the one responsible for bringing these women together for this fabulous experience.

Not only that! If you agree to keep your Circle together, to move on and select from the fabulous array of specialized series that are available to your group, you will get to participate in the first of those next sessions for FREE, as well.

Make Money, too! Once you have participated in the Initial 8-session Series, you may convene other circles that you don't even have to be part of. Just do the easy 1-2-3 process and we'll pay you \$100.00 for each additional Power Hour Circle of 6 to 8 women that you establish.

We're confident you can handle it. And if you think you can't, please call us. We'll talk you through it.

Ok, Here are more details and Sub-Steps, with Guidelines:

#1 Pick the day of the week and the time of day that you are all available to meet. This just might be the hardest step – getting everyone to co-ordinate schedules. **Guideline:** Pick the date and time that works best for you and keep asking women until you find the 7 who like your time slot.

Schedule to meet on that same day and time EVERY week. Really. Honestly. You get the best results when you meet every week. It's just ONE hour... one hour that will really fill your pitcher (oh, oh... here we are sending you off to the website again... this time to watch the video on the membership page that explains what we mean by filling your pitcher. <http://www.universalcircleofwomen.com/circles>) If you just CANNOT manage weekly gatherings, settle on every 2 weeks... NO longer than that between gatherings.

Really emphasize to your members the importance of everyone committing to be there for every Power Hour Circle. The integrity of the circle is impacted when women don't show up. (Trust us. It's such a great experience that you'll all want to be there and not miss a day. Medical emergencies should be the only thing to stop you... or vacations.)

IMPORTANT:

Invite the women who need a different time slot to convene a circle of their own. The more circles we create, the bigger the impact we will have in the world!

#2 Establish where you will meet. **Guideline:** We suggest that you take turns hosting the Circle in your homes... this does NOT mean providing snacks and drinks. Every woman coming to the circle is responsible to bring her own water bottle. You are simply providing a space for 6 to 8 women to sit for an hour, with a TV and DVD player within eyesight. Alternatively, one member can offer her home for the entire series. (We suggest you all swear an oath that you will not judge one another's living conditions and simply be grateful for the space to meet in!) Alternatively, if your group really isn't comfortable meeting in each other's homes, you could share the costs of renting a meeting space once each week, or find a willing donor to offer you space for free use.

#3 Register yourself and ask all your new circle members to register as Members of Universal Circle of Women. The Basic Membership is complimentary for the first year and the Premium Membership (which offers great extra benefits) is only \$34.95 per year(plus g.s.t.) There is a long list of benefits to being a member at... you guessed it! The website! You can view the list and register on-line at www.universalcircleofwomen.com/membership

#4 Set the schedule for who will be the Circle Guide each week. **What the heck is a Circle Guide?** See the description at the end of this booklet. **Guideline:** Trust the Universe. Just write the members' names down beside a date and trust that it will work out. Or draw straws. Or pick a number between 1 and 8... you get the idea. Have fun with it. It doesn't really matter who is the Circle Guide on which

date (except that the Circle Guide needs to physically be there for the circle, so don't pick a date that you know they will be away.) You all get a turn.

#5 Set the start date. **Guideline:** Allow 2 weeks before your first Power Hour Circle for the materials you'll need to arrive.

#6 Register your circle as a Power Hour Circle. This means contacting us with your start date, end date, the day and time of your circles, and a list of members, indicating who will be the Circle Guide each week. We'll also need the contact information for each of your members. **Guideline:** There is an easy-to-use registration form on-line (of course!) at www.universalcircleofwomen.com/registercircle

#7 Submit the rental payment for your first Series. You'll need to collect \$10.00 per person per session (plus g.s.t. = \$ 10.50), EXCEPT FOR YOU. You get to be part of the circle for FREE. It's our way of saying, "Thank you for doing this." **Important Note:** When ordering the DVDs you will also need to include fees for shipping. For shipping to anywhere in Western Canada (BC, AB, SK, MB) the fee is \$ 35.00 (which includes g.s.t. and a self-addressed envelope to use to return the DVDs to us). For shipping to any other destination in Canada, the fee is \$55.00 (which includes g.s.t. and the return envelope). Please contact our office for rates outside of Canada.

As an example, if you live in Alberta and have invited 6 other women to be in your group, you'll need to submit $8 \text{ sessions} \times \$10.50 \text{ per person} \times 6 \text{ women} = \$504.00 + \$35.00 = \$ 539.00$. **Guideline:** You might want to collect cash for the whole series up front, deposit it to your account and then use your credit card (to get Airmiles or whatever rewards program your card offers you) to pay for your Series on line at www.universalcircleofwomen.com/registercircle (If you're like some people we know, you'll want to transfer that money you deposited over to your credit card right away so you don't spend it and end up paying interest on your card!) Once your payment has been received, your materials will be sent to you to be distributed amongst your Circle Guides.

#8 You will receive the DVD package shortly thereafter in the mail. You will need to distribute the contents of this package (DVDs, Circle Guide Instructions, Session Summaries and handouts) to the appropriate Circle Guides for their sessions.

#9 After your last session, package up all the DVDs and mail them back to us in the handy postage prepaid return envelope that we provide to you. *This must be done within 2 weeks of your end date.*

This is where we have to get a little serious on you, because this is **VERY IMPORTANT:**

We MUST receive your DVDs back in a timely fashion, or you will be billed for the full value of the entire series. We repeat, it is your responsibility, as the Circle Convener, to return all the DVDs in your series back to our offices in the postage pre-paid envelope provided to you or we will bill you \$672.00.

That's it. As we said, being a Circle Convener is Easy and Rewarding!

You get the satisfaction of knowing you are making a difference, you'll have wonderful opportunities for personal learning and growth, you'll likely make new friends (or strengthen your existing friendships) and receive monetary compensation at the same time...what more could you ask for?

Got Questions? You can email us at tina@universalcircleofwomen.com or call us at 403-285-5266.

We promised we'd tell you what a Circle Guide is...

To foster leadership skills, each member of the Power Hour Circle will take a turn at being the Circle Guide. The tasks are very simple, but very important to the smooth flow of the Power Hour Circle.

Each week the Circle Guide is responsible to Open the Circle (she decides whether or not to wait for late-comers or to begin on time), which means she starts the DVD in the player.

She will be responsible for ensuring she has a Talking Stick (more on this below*) for the Talking Stick Ceremony which plays a role in almost every session. She will be responsible for selecting and reading a passage from the Universal Circle of Women's Code of Honor. (Yes, the Code of Honor can be found on-line at <http://www.universalcircleofwomen.com/intent> and you will receive a small printed poster of the code in your DVD package.) She will be responsible for ensuring everyone has the handouts that may be required for her particular session.

She will be responsible to remind everyone to write their 'homework' assignment (offered as an invitation in the video) down in their journal. She will ensure there is a box of facial tissue on hand for those who may experience emotional moments. And last, she will ask the group for the message they'd like to share with other women in the world (their learning, insights, interesting discoveries) based on their experiences for that particular day, and/or since their last session. She will write down this message from her group (and any other good news about the group as a whole, or specific individuals, that the group would like to share) and will be responsible to ensure this message is filed on-line in the Session Summary Report. (She can enter the information herself or ask another member to do this for her.) Other details reported on the Session Summary Report include: details about the number of women attending, what geographic area you are in and the name of the session, as it appears on the video.

*** What is a Talking Stick?** The 'Talking Stick' can be anything that can be easily held in the hands of one person and still be seen by others. We personally prefer natural objects, like a stick (*that you can choose to decorate or not; ribbon wrapped around the end, or a feather tied to it with string are simple but lovely adornments*), or a rock... Each Circle Guide can choose to either pass her Talking Stick on to the next Circle Guide to use or ask that Guide to bring one of their own for the next gathering.

This is the detailed description of how it all works. We hope we've answered all your questions, but if we haven't, please feel free to contact us, either by email at tina@universalcircleofwomen.com or by phone at 403-285-5266.

We look forward to having you in our community as a Circle Convener!

