

**BLACK & FEMALE LEADERSHIP INSTITUTE  
2015–2017**

**REGISTRATION FORM**

You will receive more detailed information about the site and other logistics prior to Session #1.

**REGISTRATION SLIDING FEE SCALE GUIDELINES**  
*Includes six 4-day training sessions (Sessions 1-6) and National Conference*

Be Present, Inc. is committed to having participants at all our trainings that represent a broad spectrum of our society. We use this sliding fee scale so that money does not create a barrier to anyone attending this workshop. We do not require participants to pay any set fees based on income or financial resources.

The actual per person cost is \$1,500 per session (\$10,500 total). However, we ask that participants pay at the highest rate they possibly can. The guidelines set forth above are not mandatory for determining your fee, they are only offered as a way to put some consciousness around paying what you can.

Registration fee includes: leadership development training, overnight accommodations, and all meals for six sessions and the National Conference. Fees are non-refundable. **Multiple payment options are available. (See next page.)**

**Adult - Individual (per person)**

<b>Registration Fee</b>	<b>Annual Income</b>
\$3,850 to \$4,900 (total for six sessions and Conference) (\$550 to \$700 for each gathering)	Under \$55,000
\$5,250 to \$6,650 (total for six sessions and Conference) (\$750 to \$950 for each gathering)	\$56,000 to \$69,999
\$7,000 to \$8,400 (total for six sessions and Conference) (\$1,000 to \$1,200 for each gathering)	\$70,000 to \$89,999
\$9,100 to \$10,500 (total for six sessions and Conference) (\$1,300 to \$1,500 for each gathering)	\$90,000 to \$149,999
\$11,200+ (total for six sessions and Conference) (\$1,600 for each gathering)	\$150,000 & above

**Adult - Organization (per person)**

<b>Registration Fee</b>	<b>Annual Operating Budget</b>
\$6,650 (total for six sessions and Conference) (\$950 per each gathering)	Under \$99,000
\$7,700 (total for six sessions and Conference) (\$1,100 for each gathering)	\$100,000-\$499,999
\$9,100 (total for six sessions and Conference) (\$1,300 for each gathering)	\$500,000-\$1,999,999
\$9,800 (total for six sessions and Conference) (\$1,400 for each gathering)	\$2 million to \$4,999,999
\$10,500 (total for six sessions and Conference) (\$1,500 for each gathering)	\$5 million or more
\$6,650 per person for 3 or more registrants (total for six sessions and Conference) (\$950 per person for each gathering)	

**Youth\* (age 6 - 11)**

\$2,450 Reflects site cost only. Subject to change based on site.  
(\$350 for each gathering)

**Children\* (age 5 & Under)**

Are our Guest Subject to change based on site.

**BLACK & FEMALE LEADERSHIP INSTITUTE  
2015—2017**

**REGISTRATION FORM**

You will receive more detailed information about the site and other logistics prior to Session #1.

(Please complete a separate form for each participant.)

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

STREET ADDRESS  Organization  Personal \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE (\_\_\_\_) \_\_\_\_\_ EVENING PHONE (\_\_\_\_) \_\_\_\_\_ \*CELL PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_ \*DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

**I HAVE READ, COMPLETED, SIGNED, AND ATTACHED THE PAYMENT AGREEMENT FORM.**

**I HAVE READ, SIGNED, AND ATTACHED THE COMMITMENTS FOR PARTICIPATION FORM.**

**I WILL BE ATTENDING WITH CHILD(REN) 5 YEARS OLD OR YOUNGER:**

**The Children's Learning and Play (CL&P) Program ensures that children are full participants in the training and that they have support for additional movement and/or activities as necessary, in partnership with the parent(s) and/or primary caregiver. A per child contribution will be requested in the training to cover the cost of the CL&P facilitators.**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Child 1 Name**                      **Child 1 Date of Birth**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Child 2 Name**                      **Child 2 Date of Birth**

**DIETARY NEEDS:**  **I am Vegetarian**  **I am Vegan**  **I am Diabetic** **Other:** \_\_\_\_\_

**PHYSICAL NEEDS:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_



MAKE YOUR CHECK PAYABLE AND MAIL WITH FORMS TO:  
BE PRESENT, INC. ∞ 1264 GINGER WOOD DRIVE ∞ STONE MOUNTAIN, GA 30083  
OR EMAIL COMPLETED FORMS TO: [info@bepresent.org](mailto:info@bepresent.org) OR FAX TO: (877) 296-4906



**BLACK & FEMALE LEADERSHIP INSTITUTE**

**2015–2017**

**PAYMENT AGREEMENT FORM**

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

**I will pay a registration fee of \$\_\_\_\_\_ for the Black & Female Leadership Institute training series (Sessions 1-6) and Conference.**

**I agree to pay my registration fees in the following manner:**

- I will pay for the entire training series (Sessions 1-6) and the Conference in one payment.
- I will make per session payments in the amount of \$\_\_\_\_\_. (Registration Fee divided by seven.) I understand that per session payments are due two weeks prior to each session and the Conference.
- I will make monthly payments in the amount of \$\_\_\_\_\_.  
I will pay on the \_\_\_\_\_ day of each month and continue for \_\_\_\_\_ months until the entire balance for the training series (Sessions 1-6) and Conference is paid.
- I would like to make a payment agreement in a manner that is not described above. Please contact Be Present's national office at (404) 296-4000 to discuss. You will not be considered registered until an approved and signed agreement is on file.

- 
- 
- I will pay by check (made payable to Be Present, Inc.).**
  - I will pay by credit card (contact Be Present's national office at (404) 296-4000 for instructions).**
  - I am receiving a scholarship provided by \_\_\_\_\_.**



MAKE YOUR CHECK PAYABLE AND MAIL WITH FORMS TO:  
BE PRESENT, INC. ∞ 1264 GINGER WOOD DRIVE ∞ STONE MOUNTAIN, GA 30083  
OR EMAIL COMPLETED FORMS TO: [info@bepresent.org](mailto:info@bepresent.org) OR FAX TO: (877) 296-4906



**BLACK & FEMALE LEADERSHIP INSTITUTE  
2015—2017**

**COMMITMENTS FOR PARTICIPATION**

The Black & Female Leadership Institute establishes a community of practice where open and authentic dialogue on the issues can emerge. As the Institute progresses each session builds on the skills and learning of the previous session(s). Therefore it is essential that each participant understands and agrees to sustain her participation throughout the entire 18-month Institute.

Be Present, Inc. asks each participant enrolled in the Institute to make the following commitments:

**Attend each session.** It is important that participants commit to attend every session. If an emergency and/or unforeseen circumstance arises and you are unable to attend, we ask that you: (1) communicate with the national office and one of the Be Present trainers as soon as you are aware; and (2) stay actively involved in the work of the training group so that you come prepared for the next session.

**Pay entire registration fee.** It is important that money does not create a barrier to anyone participating in the Institute and therefore Be Present has set registration fees on a sliding scale beginning below the actual per person cost of \$1,500. Multiple payment options are available to ensure the participation of all whom wish to attend. In order to financially sustain the training series it is imperative that participants pay the registration fee for the entire training series and conference, making all payments as agreed, regardless of session attendance.

**Participate in a Be Present Support group.** As part of the Institute, participants will receive support to create and sustain a peer-led support group that uses the Be Present Empowerment Model®. The support group meets at least once a month and provides a consistent place of support and practice as you work on and through the issues that emerge and build upon the skills developed in the sessions.

**Participate in an Institute Committee.** Institute committees ensure the operation of each session and to prepare for the Conference. The structure provides an opportunity for you to practice using the Be Present Empowerment Model® to address any group dynamics and/or issues that emerge while working collectively on tasks such as coordinating site logistics, registration and housing, decorations, merchandise and fundraising, among others. Each participant will self-select a committee in which to participate. The committee's work occurs onsite during the training sessions as well as during the time between sessions, generally on conference calls.

**Participate in fundraising.** The Be Present Vision-Based Social Change Fund Development Model is based on the core principles that raising money is political and that all people from all backgrounds are contributors to and benefit from the work of social justice. During the Institute you will learn how to use the Be Present Empowerment Model® to both address the issues that emerge around money while also raising funds to provide scholarships for people to attend the Institute. If applicable, you also receive support to raise money toward your own registration fees.

**Facilitate the Black & Female Leadership Conference.** The Institute culminates in a national conference in which the training group are facilitators. The chair or co-chairs of each committee work as a leadership team in partnership with the Be Present trainers and participate in regular conference calls in between sessions.

**I have read and accept the commitments for participation.**

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

**Signature (type name if completing electronically):** \_\_\_\_\_