

# TCVC RETREAT REGISTRAR INSTRUCTIONS

*Contacts are on final page*

*updated September, 2015*

## What to expect

Serving as registrar is a great service to TCVC, to the teachers and also to the Dhamma. Volunteering can be a rewarding, though sometimes challenging experience. Know that the TCVC board is there to support you, but we also want you to understand that being registrar is a fair amount of work. The good news is that for the most part, the work can be done on your own schedule, though there is more work the final week before the retreat.

Here's a brief summary of the main responsibilities and general expectations

- Read and understand this document. It's a good idea to meet with someone from the board to review.
- Most communication takes place via email. Respond to email inquiries within 3-4 days. If you're out of town, ask someone on the TCVC board to cover for you.
- Confirm registrations with a short email within one week.
- Deposit checks on a monthly basis.
- Arrange rides to and from the retreat
- Around the due date

Send a comprehensive confirmation email to all participants, including those confirmed late

Send registration count and dietary requests to Koinonia

Provide registration spreadsheet to the manager and TCVC room assignment volunteer.

## Preparation

- As registrar, your name and phone number will be publicized on the TCVC website, the Grassroots Dhamma newsletter, and possibly other regional newsletters.
- TCVC asks that you use [retreats@tcvc.info](mailto:retreats@tcvc.info) for all email communications. Go to [email.secureserver.net](http://email.secureserver.net) to access this account. Ask someone on the board for the password (see final page for contacts).

Don't use your personal email for this communication. TCVC volunteers need the emails of participants to add new people to our email mailing list and the manager often sends out an email to all participants at the end of the retreat. It also puts you in more of an "official" role to use the TCVC email and is helpful if someone else needs to pick up your duties for any reason.

- You may decide to have registrations mailed directly to your home address, or to the TCVC PO Box. If you decide to have the registrations mailed to your home address, you still need to check the TCVC PO box before and after the due date for registrations. Our PO Box is located at 2811 University Ave SE in Minneapolis. The phone number is (612) 378-0625. Coordinate with the mailbox volunteer (see final page) to ensure that the mailbox is checked.
- Retrieve registration box (see final page), which includes:
  - Key to TCVC PO box
  - Bank deposit slips
  - Stamp for endorsing retreat checks
- Extra newsletters are at Common ground. We very seldom receive requests for hard copies. People can download the newsletter from the website ([www.tcvc.info](http://www.tcvc.info) under the NEWS tab).
- TCVC would like to make our retreats a safe and comfortable experience for everyone. If anyone asks for extra financial help or has a special request around housing (such as a transgender person for example), please check in with your BOD contact or the entire board before refusing accommodations. We want to make sure people of all walks of life, race, sexual preference and socio-economic status are able to attend.
- Contact treasurer (final page) to determine
  - List of people who have already received scholarships in the calendar year
  - Any special instructions regarding scholarships for the retreat
  - TCVC room assignment volunteer
- Obtain contact information for the teachers, retreat manager and TCVC board (see last page for the latter).

## TCVC Policies for Registration

- It's your responsibility to read this document in order to understand TCVC policy. The TCVC board must approve any exceptions to policy.
- Keep the manager informed of issues that arise during the registration process. Copy the manager in any email communication that is not routine.
- You will most likely receive a good number of registrations in the first few weeks after the newsletter goes out. Keep encouraging people to register as 10—20% of people who register will cancel. Retreats can book early and then not filled due to cancellations.
- Registrations are accepted on a first-come, first-served basis. Late registrations are accepted. There is no firm policy regarding the date after which registrations are not accepted, but generally it is the Tuesday prior to a Friday start date. Registrations received after the Tuesday before a Friday start date must be approved by the manager.
- It's important for the container of the retreat that everyone arrives at the beginning of the retreat and stays for the duration. There is a "snowball effect" when one person takes liberties with these guidelines; others will do the same making for a very loose container affecting each individual.

**The teacher(s) must approve all exceptions to this policy.** Before contacting the teacher, the registrar will need to talk to the yogi directly in order to understand their reason for arriving late. Unless the yogi has a very compelling scheduling conflict they may be asked to reconsider and register for a retreat they can make a full commitment to. Be sure to ask the yogi details of their previous retreat experience, as it makes a difference whether the person is new to practice or an experienced yogi.

If it is clearly not appropriate (wanting to attending an insignificant social event for example), you have the authority to refuse their request. If there is any question at all, ask the teacher. **The registrar does not have the authority to grant a request for late arrival or early departure.** Send the reason for the request to the teacher and report back to the yogi on the decision once they have responded. (3/2013)

- There are no reduced fees for late arrivals/early departures. There is no part time or commuter option. Communicate approved late arrivals/early departures with manager and retreat center.
- TCVC does not accommodate people who are not participating in the retreat, such as young children. People who need medical assistance may bring along an attendant.
- Minors under 18 years of age must be approved by the teacher and accompanied by a parent or legal guardian. (Policy 7/2008)
- Tenting is not allowed at the retreat.
- If there is a question regarding the suitability of a person for the retreat, usually in regards to age or psychological problems, consult with the teachers.

While it's good to encourage people to attend the retreat, if people express their uncertainty a few times, it may be best to support them in waiting until they feel more comfortable or after they have attended some weekend retreats. It has been our experience that people who voice their concern about doing the retreat are likely to have problems at the retreat and leave early.

- People are free to get the exercise they need during the retreat: brisk walk, jogging, snowshoeing and cross-country skiing are all fine.
- Residents and staff at the retreat center are invited to join the group for the sitting after breakfast with instructions, metta sit and evening dharma talk. (7/2009)
- The TCVC board appreciates your service and supports you in setting boundaries for yourself regarding special requests, especially requests that come in the last week of the retreat that require a policy decision by the board, special fees for the participant, extra work for the retreat center and/or approval by the teacher(s). TCVC doesn't expect you to accommodate every request you receive and to also consider the energy of other people involved.

## Retreat Capacity

The treasurer will let you know what the capacity is for the retreat. For two teachers, we usually confirm 60 people using all three residences; for one teacher we typically confirm 40 using only Sumac and Retreat House. You will need to determine the maximum number of singles that can be confirmed with help from the treasurer or other board member.

Koinonia accommodates 60+ people, but keep in mind these factors...

-- If the teacher(s) use the apartment. If there are two teachers, one usually takes a single room in Retreat House at a minimum.

-- Whether the number of double men and double women is an even number—if it's an odd number, a person that signs up for a double may get a single. We often have singles that are willing to take a double and be on a wait list should a single open up. It is best to not confirm the last single for a man and for a woman as it leaves flexibility for these people to be in either a double or a single, unless you have extra single rooms available.

Here's a summary of the maximum capacity at Koinonia

**Sumac:** 16 doubles, but small so all assign as singles. The windows of #32 and #35 don't open; can ask people ahead of time to volunteer for these rooms.

**Retreat House:** 19 rooms including 2 singles and several triples (43 beds total)

Count as 3 single and 32 doubles with manager in single room, usually RH #53. Count as 4 singles and 30 doubles with teacher in single room, usually RH #54.

**Woodhaven:** 7 double rooms for a total of 14 people.

**Apartment:** 2 beds in one room. Rebecca and Chas should each have their own accommodations when teaching together.

See the spreadsheet and Room Assignment section below for more info on this.

## Email communication

- Monitor email at [retreats@tcvc.info](mailto:retreats@tcvc.info) at [email.secureserver.net](mailto:email.secureserver.net) at least twice a week. It's best to check daily the last month before the retreat.  
Be sure to check the Bulk Mail folder. Some inquiries may end up here.
- When sending out a mass email to retreat participants please BCC email addresses/distribution lists to protect the yogis' privacy.
- It's helpful to use the distribution list feature with our email service as you will need to send a mass email to all participants prior to the retreat and we can also use after the retreat. But it's up to you how to manage this—you can also capture the email addresses on the registration sheet.  
**See page 7 for Distribution List instructions.**

## Confirmations See Page 8 for confirmation texts to send via email.

- Send a short confirmation upon receiving the registration.
- Shortly after the due date, send everyone an email with more detailed confirmation.
- When you confirm people previously on the wait list, make sure they receive the large email with detailed information. (We've gotten a bit of feedback on this one 😊)

## Cancellations

Cancellations are an inevitable part of the registration process. TCVC leadership encourages a fair and consistent implementation of the cancellation policy, though there is flexibility.

- Refer to the Grassroots Dhamma for the cancellation fee.
- Provide the TCVC treasurer:
  - Amount of original check received, amount to be refunded, amount of cancellation fee, any dana amounts or late fees included in the original check
  - Name *and address* of person to be refunded

## Scholarships

- Scholarships are awarded on a first-come, first-served basis for up to the amount specified in the retreat newsletter—usually ½ of the retreat fee for a shared room.
- If single rooms are offered, people may receive a scholarship up to ½ of the retreat fee for a shared room.
- Scholarship requests must be accompanied by a short description of the person’s financial need and be received by the due date for the retreat.
- Individuals may receive one scholarship per calendar year. (Policy 7/2008)  
If there is any question regarding eligibility, check with the treasurer.
- Report back to anyone who has requested a scholarship with their status. Confirm all scholarships requests right away unless the treasurer tells you otherwise. If there are a very large number of scholarship requests let the treasurer know.

## Foreign Checks

For persons registering from another country, such as Canada, have the check-writer add the words "US Dollars" after the amount in letters on the long line. When specified this way, the foreign bank handles the exchange and any fee. (In 2008 a Canadian check for \$470 became \$442 American dollars.)

## Record Keeping

- It is helpful to use an excel spreadsheet to track registration information. TCVC will provide a spreadsheet that has been used for this purpose. The spreadsheet has two tabs: Retreat and Room assignments. As registrar the “Retreat” spreadsheet is almost always used.

The following is a list of columns used on the “Retreat” tab:

- Last Name
- First Name
- Room Assigned
- Address, City, St Zip (Optional—give a board member the original registrations if you don’t capture the address info on the registration list. You may want to capture the city to make it easier to set up rides)
- Male/Female (Use a 1 or leave blank--Total)
- 1<sup>st</sup> Timer (Use a 1 or leave blank--Total)
- Full Time/Weekend – may not be necessary if Full Time only (Use a 1 or leave blank --Total)
- Single/Double (Use a 1 or leave blank--Total)
- Phone number
- *Email is unnecessary if you use the email distribution list (see below)*
- Deposited? (check if yes—this is optional for you to use)
- Check Amount (Total)
- Retreat Fee (Total)
- Late Fee (Total)
- Unspecified Dana (Total)
- Scholarship Dana (Total)
- Operations Fund Dana (Total)
- Scholarship Awarded (Total)
- Needs a ride
- Can give a ride
- Volunteers to help at retreat
- Notes For special needs, volunteer tasks, rides, etc.  
Document any considerations around Room assignment
- Dietary Needs (can also track elsewhere)

## Bank Deposits

- Checks for confirmed participants should be deposited within a month of receiving a registration—you will want to make a deposit about once per month. Honor requests to hold a check for a later deposit.

Wait to deposit checks for people that are not yet confirmed due to a waiting list.

- At the end of the retreat, email the registration spreadsheet to the treasurer so that they have full information regarding the allocation of the funds.

## Coordinating Rides

Connect people who need a ride with those who offered rides, matching people who live in the same vicinity. If there are not enough people who have offered rides, you may need to ask other participants.

You can coordinate rides at any time in the registration process. **It's best to have rides coordinated at least a couple of weeks before the retreat.** All rides both to and from the retreat should be coordinated before opening day.

It's not your responsibility to coordinate rides for the teachers; the manager will handle that.

## Room Assignment

The registrar is not responsible for assigning rooms; rooms are assigned by the TCVC room assignment volunteer using the registration sheet. Email the registration sheet to the volunteer making sure that all notes are captured regarding assignments, usually these are around accessibility or allergy sensitivities.

### **The following is documentation for the Room Assignment volunteer.**

Koinonia's rooms are on their website: <http://www.koinoniaretreatcenter.com/lodging.html>

Rooms that we use are found on the "Rooms" tab of the registration spreadsheet. This spreadsheet gives direction for assigning singles (to rooms with shared baths) vs. doubles (to rooms with baths in their rooms).

See Page 3 of these instructions for more information regarding availability of singles and doubles.

The BOD room assignment volunteer is responsible for assigning rooms on a random basis, with the following guidelines:

- The teacher(s) and manager should have a private room of their choice. The manager usually stays in Room #53 in Retreat House. The teacher usually stays in the apartment. When there are two teachers, another single is required in Retreat House.
- Anyone who has special needs should be accommodated. The registrar will communicate special needs. Be careful to distinguish between need and preference.
- Ensure that couples and anyone else requesting a specific roommate are not assigned to the same room.
- Avoid putting first-timers in the same room.
- Separate men and women as much as possible. It's nice to have either all males or all females share the common bathrooms in a wing of a building. For the wings that have either all men or all women, ask the manager to change the sign on the second bathroom from "Men" to "Women" or vice versa, so that people have a choice of two baths on their wing. This may not work out for every wing, but for the large wings with 10 people, it's nice to have.

After assigning the teacher, manager and those with special needs, it is helpful to determine the number of men/women, single/doubles that need to be assigned and decide how to allocate in the facilities. After this has been done, the actual names may be pulled from the registration list accordingly. Working systematically through either list in the assignment process is sufficient randomization. You can sort the spreadsheet by Male/Female then Single/Double, and cut n paste sections into the Rooms spreadsheet.

Exceptions to the assignment policy set precedent for future retreats. Your follow through in honoring the random assignment results in less requests for preferential treatment, simplifies the work for future registrars and helps build confidence in the integrity of the organization.

## **Before the Retreat**

### Three weeks before the retreat

- Send a comprehensive confirmation email to all participants, including those confirmed late (See page 8)
- Optionally send an email to just the first-timers (See page 11)
- Arrange rides for those that requested them.

Our primary contact at Koinonia is Kevin Dahlin: **kevind@lakedalelink.net**

### Two weeks before the retreat—and you can give a heads up earlier

- Let the retreat venue know how many full-timers and weekenders will be attending.  
The treasurer works with Koinonia to guarantee a certain number of rooms as part of our contract, but we still need to give them actual numbers. We usually fill to the capacity that the teachers can handle.
- Send the retreat venue a summary of the special dietary needs.
- Send the manager the excel spreadsheet so they can contact the volunteers.
- Send the Room Assignment volunteer the excel spreadsheet so they can assign the rooms.

### Last week before the retreat (TCVC folks can help with these)

- Provide the treasurer with the master spreadsheet.
- Email final registration spreadsheet to the manager and Room Assignment volunteer.  
The Room Assignment volunteer will create a final check-in spreadsheet—sorted by last name
  - Checkin column (blank)
  - Room
  - Last Name
  - First Name
  - First-timer
  - Full-Time/Weekender (if applicable)
  - Double/Single
- The Room Assignment volunteer will prepare a spreadsheet for the teachers, sorted by
  - Full Time/Weekender
  - Last Name
  - First Name
  - 1st Timer
  - Blank column for comments

## **Miscellaneous End-of Retreat Tasks**

- Submit any phone, postage and copying expenses you incurred to the TCVC treasurer for reimbursement.
- Provide the treasurer with any updates to the master spreadsheet along with all bank deposits and items listed under Bank Deposits above.
- Send retreat registration forms to Mailing List update person so that everyone who attended the retreat will be added to the TCVC mailing list.
- Throw away scholarship request letters.
- Return Registrar box to treasurer or pass on to the next registrar.
- Pat yourself on the back for a job well done and know that the TCVC community and our teachers so appreciate your service. THANK YOU!

## Using the Distribution List function

This is optional, but helpful. One savings is that you don't need to capture the email on the registration list. Login to the email service email.secureserver.net wither [retreats@tcvc.info](mailto:retreats@tcvc.info) Be sure you're on the "Email" tab at the top of the screen for the following...

### Adding a new distribution list

- 1) Click on the "Address Book" tab at the top of the web page
- 2) Select "Distribution Lists"—this shows all lists available
- 3) Hit the "Add a Distribution List" button at the to of the page
- 4) Type in the name of your list: 2015Summer for example
- 5) Select at least one person from the "Available Contacts" email list on the left to the "Selected Contacts" on the right by hitting the ">" arrow between the two boxes
- 6) Hit OK

### Maintaining an existing distribution list

(You can also add and remove people from the list via the Contacts function below)

- 1) Click on the "Address Book" tab at the top of the web page
- 2) Select "Distribution Lists"—this shows all lists available
- 3) Select the little blue person icon to the far right on the same line as your list
- 4) Select a contact on the "Available Contact" box and then Use the ">" arrows to move to your distribution list on the right
- 5) Select a contact from Use the "<" arrow to remove people from you

### Adding Contacts

There are a lot of people already added to the contact list, so first you want to see if they are already there...

- 1) Click on the "Address Book" tab at the top of the web page
- 2) Select "Contacts"—this shows everyone already on the list
- 3) On the upper left side where it says "Search..." key in the first or last name of the person you are looking for and hit "Go" or just the enter key.
- 4) If the person you are looking for is there
  - a) Select the little blue person icon to the far right on the same line as your list. This will bring up the information for that person
  - b) Change any information you need
  - c) You can add the person to or remove from distribution lists by clicking the little box next to the distribution lists at the bottom
  - d) Then hit OK to save
- 5) If the person you are looking for is NOT there, add them by either
  - a) Clicking on the "Add Contact" button at the top of the pageOR
  - b) Clicking on the "Address Book" tab at the top of the pageSelect "Add Quick Contact"

You only need to enter First Name, Last Name Email Address, and optionally select a Distribution List.

## Using the Distribution List and Contacts

When you send an email (Click on “Compose” tab at the top of the web page), key in the distribution list on the BCC: line, to Blind Copy people. This prevents people receiving the email from seeing everyone else’s email.

To email one person, start typing the person’s first or last name in the To: line. A list of people will be displayed and you can select the one you want. You want to double-check everyone’s email to what they sent on their registration as people switch.

## Initial Email Confirmation

Send a quick email immediately upon receipt of the registration. Here’s a sample...

Here's your confirmation for a <single/double> room at the <retreat date> TCVC retreat with <teacher/s>. I'll be sending you more detailed information about the retreat, including directions to Koinonia Retreat Center in <timeframe around due date>.

As needed, acknowledge the following...

Scholarship request is granted.

Thanks for your offer to help set up or clean up.

Thanks for your donation to TCVC.

Thanks for offering a ride/I’ve noted your ride request: I’ll share your contact information with others who have requested/offered a ride in your area.

I’ll be sure to pass on your dietary needs to Koinonia.

If you have any questions or concerns, please don't hesitate to give a call.

<your name>,

<your phone>

(There’s no need to point out the cancellation fee.)

## **Initial email confirmation for registrations if weekenders can’t be confirmed until the due date.**

Same as above but add...

Because full-timers have registration priority, we can't confirm your registration until the registration due date of <date>.

## **Final Confirmation-update schedule depending on retreat start/end times**

Send this email to all people confirmed 3 weeks before the retreat. Also send the special text for newcomers (Page 11).

Feel free to personalize the opening letter. Copy the entire informational text that follows the letter (2+ pages).

Remember to BCC (blind copy) the retreatants.

Update the schedule depending on retreat start/end times

Dear retreat participants, We're looking forward to seeing you at the retreat.

Please take time to read the contents of this email, even if you are an experienced yogi, as the information is updated regularly to improve our support for everyone.

One thing we'd like to emphasize is that there are a number of people with chemical sensitivities.



**Please be sure to bring unscented or very mildly scented shampoo, conditioner, soap and other personal products.**

If you offered to volunteer to set up or clean up after the retreat, I will be giving your contact information to the retreat manager who will contact you.

I believe that we have arranged rides for everyone. If you still need a ride, please let me know right away.

If you would prefer to carpool, please let me know also and I will send your contact information to the list of retreatants who can contact you to offer a ride.

If you have any questions or concerns, don't hesitate to call or write,  
<your name> (<your phone number>)

## **TCVC Retreat Information**

\*\*\* Please read before you depart for the retreat \*\*\*

### **Directions to Koinonia**

On the web: [//koinoniaretreatcenter.org/directions.html](http://koinoniaretreatcenter.org/directions.html)

### **Directions from Minneapolis**

394 West to 169  
North on 169 for 1/4 mile  
West on Highway 55 2.5 miles past Annandale (about 48 miles)  
South (Left) on County Road 3 for 4/10 of a mile  
West (Right) on 80th Street for one mile  
South (Left) on Pilger Avenue for 2/10 of a mile

Allow two hours travel time from Minneapolis on Friday afternoon.

You may leave Koinonia's phone, **888-801-7746**, with family for emergency contact only.

### **Retreat Schedule**

#### Opening Day

Checkin: 3—6 PM  
Evening meal: 6 PM  
Retreat begins: 7:30PM

#### Retreat ending time last day of retreat

Full retreat: After 10:30 brunch on final day

You are expected to arrive by 6 PM on opening day and to stay for the duration. Exceptions must be approved by the teachers. If you need to ask for an exception please contact the registrar right away.

Full timers are asked to work about 45 minutes each day, usually grounds work or cleaning. These jobs are assigned on a first-come, first-serve basis when you check in.

After the opening talk, a brief orientation will be provided for those who are new to the retreat center or the practice.

The retreat schedule includes meditation instruction, alternating periods of sitting and walking meditation, an evening talk by the teacher and meals. In addition, you will meet periodically with a teacher, either as part of a small group or individually.

### **Accommodations and Meals**

The residence halls are a short walk from the main building. Room assignments are made on a random basis with the exception of those with accessibility or medical needs. In order to treat everyone fairly and to care for the container of the retreat, accommodation preferences and roommate requests are not considered when assigning rooms.

Vegetarian meals at Koinonia are served buffet style. If you have special dietary needs, please communicate these to the registrar prior to the retreat. Koinonia has been very accommodating for those with gluten and dairy sensitivities.

We ask that you accept the food that Koinonia has to offer and avoid making requests regarding food during the retreat. If you are concerned that your needs will not be met, you may supplement the meals by bringing your own food. A small refrigerator and microwave is available for your use in the Retreat House residence hall.

## **What to Bring**

Towels and bed linen are provided, but are not washed with unscented detergent. Bring your own if you are sensitive.

Be comfortable: loose fitting, comfortable clothing for sitting and outerwear for walking out doors. You may want a blanket to put over your shoulders or on your lap while meditating.

In summer: umbrella, sunhat. It can be quite cool in June so bring some warmer clothes too.

In winter: boots, indoor walking shoes or slippers for both the main retreat center and also the residence halls—saves the carpet from wet boots.

Other: shampoo, toothbrush, personal toiletries, and optionally a water bottle, alarm clock, and flashlight,

**Please do not use strongly scented lotion, soap, shampoo, perfume, incense or essential oils. There are several people in our community with severe chemical sensitivities.**

TCVC has some meditation cushions but not enough for the whole group. Bring your own if you can. Bring a floor pad if you use one. Chairs are available in the hall for sitting.

## **Dana (Generosity)**

In the days of the Buddha, the teachings were considered priceless and were thus offered freely. Early teachers received no payment for their instruction. The lay community, through voluntary generosity, provided monks and nuns with food, clothing, shelter and medicine.

Continuing this tradition today, the teachers do not ask for any payment for leading a retreat. They are supported by voluntary contributions from retreat participants. The fee you paid for this retreat covers the cost of your room and meals, use of the facility, administrative costs, and the teacher's transportation, room and meals. At the end of the retreat, retreatants will have the opportunity to practice *dana*, or generosity, by offering a voluntary donation to the teachers. There is no suggested amount; each person gives what feels right.

Beyond this practical dimension, *dana* also plays a crucial role in spiritual life. Generosity is the first of the ten *paramis*, qualities of character to be perfected in spiritual life. The very act of giving benefits the person who gives, as it opens the heart and helps establish a practice of letting go.

## **Noble Silence**

With the practice of noble silence throughout the retreat center, yogis are expected to refrain from visual, verbal and written communication with each other. This helps maintain the precious gift of solitude, even while among many other meditators. Accordingly, we ask you not to read, keep a journal, receive mail or email, use the telephone, or communicate with other yogis—verbally or non-verbally.

Make arrangements prior to arriving at the retreat for someone outside the retreat to handle any communications you may need to take care of during the time period. In this way, you can maintain the integrity of your own practice and protect the retreat environment for everyone else as well.

During the retreat, there will be a bulletin board for necessary communications with the teacher and retreat manager.

## **Five Training Precepts**

We ask that you observe the tradition and spirit of the Five Training Precepts during the retreat.

- Not to harm any sentient being—even an insect; instead, to respect all life.
- Not to take what is not freely given: neither to steal nor to borrow without consent. To accept what is offered without trying to change it in any way.
- To abstain from sexual activity during the retreat.
- Not to harm another through speaking: not to lie, gossip, or use harsh or hurtful language. On retreat, this means observing noble silence.
- To abstain from alcohol, drugs, or other intoxicants.

*For further information, please contact the registrar or visit our website at [www.tcvc.info](http://www.tcvc.info)*

**< Standard Confirmation Text Ends Here  
Copy entire Confirmation Text into email >**

## Confirmation text for 8-precept registrations

- We will be taking the Eight Precepts for this retreat. As part of this training you are asked not to eat before sunrise or after the midday meal. A light broth or fruit juice will be served in the late afternoon. If you have a physical condition, such as diabetes, which makes it medically necessary for you eat after noon, please contact the registrar so that your needs may be accommodated.

## For newcomers

Sample note

Hello < >, below is some information that TCVC has put together for newcomers. It's kind of a big deal to go on your first residential retreat and I want you to know that I'm here to answer any questions you have or have a phone conversation also if you would like.

On the opening day, there will be many TCVC volunteers and also a lot people that have been on retreat at Koinonia before, so don't hesitate to reach out to others to get your questions answered. We'll also have an orientation for newcomers after the opening talk on Friday night and this is a time you can also ask us anything. And know that you will be well supported by the teachers and also the manager during the retreat.

If you have any questions or concerns don't hesitate to ask.

<your name>

<phone>

Copy this text below

### Retreat Format

The retreat format consists of alternating periods of sitting and walking meditation. The teachers provide instructions along with a daily talk. There is at least one question and answer period each day. The schedule is designed to build momentum in your practice. We usually rise around 5:30 am and the last sit ends about 9:30 pm. While the teachers ask that you attend the sittings when there are instructions, the schedule is flexible so you can take rest when you need to. We encourage you to make the most of your time and the instruction of the teachers. We also encourage you to take good care of yourself and listen to what your body needs.

### Interviews

Interviews are relaxed, low-key ways to check in and talk about your experience with the teacher. They provide an opportunity for you to ask questions and receive individual guidance in your practice. You can expect a group or private interview with the teacher about every other day, and you can ask for more support if you need it.

### Sitting

Feel free to experiment with your sitting arrangement. It may take awhile to discover a style of sitting that feels right. You may sit on a cushion, bench or in a chair. You will also want to bring a large square zabuton or heavy folded blanket to set beneath your pillow or bench. Cushions are available at the retreat center, but not enough for the whole group. Chairs are also available. Many people alternate between a chair and cushion or bench.

### For More Information

Please don't hesitate to discuss any questions you may have with the registrar or manager of the retreat. We want to make your retreat as rewarding as possible. We look forward to serving you.

## **TCVC Volunteers related to registration**

Almost everyone listed has experience as registrars and managers.

Mailbox: Jean Fagerstrom (612-722-4967 iamjeanf@comcast.net)

Treasurer: Todd Stitt (612-729-1715)

## **TCVC board members**

Elizabeth Archerd (612-729-6168)

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