



PEER WELLNESS CENTER GROUP PROTOCOL AND APPROVAL

Facilitator/Co-facilitator Name/#(s): _____

Name of the Group: _____

Description of the proposed group:

Facilitator's Credentials or Experience along with contact information/ 2nd facilitator name and number

Time and dates needed for scheduling the facility:

Any special set-up or space requirements:

APPROVED By: _____

Date: _____ **ROOM ASSIGNED:** _____

KEY DEPOSIT: _____

MONTHLY AMOUNT: _____

FACILITATORS AGREEMENT:

- 1. All Facilitators will have a co-facilitator. If the lead facilitator cannot come in and set up their meeting at the appropriated time and room, they must have one or two persons as back-up who can. It is the lead facilitator's responsibility to call the co-facilitator and arrange for them to set up the meeting.**
- 2. If both Lead facilitator and Co-facilitator cannot come in and open the meeting then it is the Lead facilitator to call Peer (Don-Tony) and let Peer know there is no meeting for the arranged time and room.**
- 3. All facilitator will keep track of how many attended the meeting. This is really important!!Peer has a tracking form that you can fill out after your meetings. Remember, we just need the number of attendees not names.**
- 4. It is the facilitator and co-facilitator responsibility to pick up the conference room after each meeting. Please take your trash out, straighten the chairs, wipe down tables and vacuum when needed.**
- 5. If the scheduled meeting has 3 no-shows and no calls it will be removed from the scheduled time slot and the room will be opened for other meetings.**
- 6. If attendees come and bring their dogs, the dogs have to be appropriate size and behaved so that it does not disrupt the meeting and the center. It is the facilitator/co-facilitator responsibility to make sure the dog does not damage Peer's property. If the dog cannot control urinating inside it must wear a diaper or not be allowed to the center. Facilitators must use their best judgement with this.**
- 7. Lead Facilitators will show the co-facilitators how to enter the Center and how to set up the meeting, coffee and the room.**

WELCOME TO PEER

THANK YOU ALL FOR YOUR PARTICPATION!!