

**The Whole Life Center**  
At Shadow Rock, 12861 N. 8<sup>th</sup> Avenue, Phoenix, AZ 85029

**Information for Applicants**

Thank you for your interest in teaching a class, presenting a workshop, or offering a service at The Whole Life Center. Please help us to provide offerings that fulfill our purpose outlined on page 3 by completing this Application to Teach/Present and submitting it to our director, Judy Schwiebert at [judy@wlcsr.org](mailto:judy@wlcsr.org) or to the WLC folder at Shadow Rock's office.

Following our selection committee's review, you will be contacted regarding a contract and scheduling.

**Payment Options**

Teacher/Presenter/Service Providers may choose one of the following payment methods:

1. A split of the enrollment fees: 80% to the presenters, 20% to the WLC.
  - In this case, any checks will be made out to the WLC, and turned in with any cash payments to the WLC representative or safe before leaving the campus.
  - The WLC will issue a check to the presenter for 80% of the total within 7-10 days
  - Once the application is approved, this option requires a
    - Recommendation by at least 2 references named by the potential presenter
    - Copy of presenter's credentials, as applicable
    - I-9 and W-9 forms to be completed at the time the contract is signed.
    - Contract

OR

2. A fixed hourly rental fee may be paid to the WLC.
  - In this case, presenters pay a fixed rental hourly fee in advance of the use of the room, regardless of how many people attend the class.
  - Clients make out checks to the presenter, who also keeps all payment for the class.
  - Once the application is approved, this option requires a
    - contract
    - Recommendation by at least 2 references named by the potential presenter
    - Copy of presenter's credentials, and
    - A certificate of insurance when applicable.

**Pay Schedule**

Generally, the amount charged for most WLC classes ranges between \$5.00 - \$15.00 per session, depending on its length and content. However, presenters may propose their own per student rate as well as minimum enrollment.

If appropriate, a materials fee may also be listed in promotional materials as a separate additional cost. It is also paid through the WLC.

OR The hourly rental fee for a classroom in either building is \$25.00 per 1-2 hour session, \$40 for 2-3 hour session, or \$60 for 3-4 hour session (subject to change). Time includes opening to closing of building.

## **Promotion**

Registration for classes begins as soon as the brochure is posted online and distributed to the community. Students may register online, but are directed to pay when they attend class unless otherwise designated. A WLC representative will assist the presenter with registrations and payment of fees.

Teachers will be informed of the number of students registered on a mutually agreed upon date prior to the class. **When presenting a class at the WLC, presenters are expected to help promote their class through their own network.**

*Please note: WLC classes may not be used to promote or sell a product or service. When appropriate, information on products or services related to course content may be made available to class participants via an optional contact list. However, the WLC should be consulted before including any information on these optional products or services in WLC classes.*

**The Whole Life Center**  
At Shadow Rock, 12861 N. 8<sup>th</sup> Avenue, Phoenix, AZ 85029

**Criteria for Selection**

**Statement of Purpose**

The purpose of The Whole Life Center is to nurture wholeness in people, wherever they are in life, by offering opportunities for community, healing and inspiration.

**Scope of WLC Offerings**

We create opportunities where community, healing and inspiration can happen: small groups, support groups, workshops, retreats, classes, concerts, meaningful dialogue, and Profound Journey Dialogue.

We exist in the spaces between people, where one hand reaches out to another:

Embracing the sacred. Supporting life transitions. Celebrating life passages. Living through loss. Welcoming solitude. Strengthening spiritual practices. Caring for our bodies. Reducing stress. Providing tools. Telling stories. Healing mind, body and spirit. Expressing our creativity. Being in community.

A broad spectrum of WLC possible activities includes

- Exercise, yoga, tai chi, hiking
- Alternative practices such as reiki and exposure to naturopathy, acupuncture, herbology, women's health, and body alignment
- Support groups such as AA, bereavement, grief, abuse victims, LGBT concerns
- Healing worship services and creating church rituals
- Life-coaching, re-treading instead of re-tiring, healthy attitudes toward death
- Personalized ceremonies, drumming, music and art therapy
- Parenting, children's spirituality, martial arts for peacemaking, tutoring
- Living simply, meditation, stress management, self-hypnosis
- Musical experiences and concerts.

This list is not meant to be limiting, but rather to point to possibilities.

**Criteria for Selection of Offerings**

Courses, workshops and services offered through the center will...

- \_\_\_\_\_ 1. Be facilitated or taught by people who possess the appropriate educational background, life experience or credentials for the course.
- \_\_\_\_\_ 2. Be facilitated or taught by people who are recommended by credible authority.
- \_\_\_\_\_ 3. Nurture wholeness in people by offering opportunities for community, healing or inspiration.

**Please complete the WLC Application Form and return it to Judy Schwiebert at [globaljudy@cox.net](mailto:globaljudy@cox.net). You may also contact her with questions at 602-769-5149.**