****

**Soulful Women in Business Group Agreement**

*Welcome to the Soulful Women in Business Group with me, Rachel Horton White, and six other women who are, like you, expanding into sharing their gifts with the world and making this a form of livelihood. We are here to work together through our fears, to take risks, get organized, set priorities and take small steps that add up to big changes! Please take a moment to complete this intake and then review and sign the following pages. Can’t wait to start working together!*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Age: \_\_\_\_\_\_\_\_ Your Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your business idea? Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are you currently working on your business? (creating a website/finding a space/etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your goals in your business for the next 3 months? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the next 6 months/year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your strengths in going into business for yourself?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your fears/areas to work on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What resources do you have now to help you? What resources might you need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you interested in going into business full-time for yourself or as a part-time gig? Please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any recent significant events in your life (marriage, birth of child, divorce, death in family, moving, etc.) that I should know about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMITMENT

* This will be an ongoing program for 6 participants at a time. We meet every month for two hours, generally on the 3rd Thursday of each month from 6-8 pm EST starting on March 21, 2019 for 6 months. *Please try to attend every month if you can.* This is a powerful process and missing a month can result in lost momentum.
* The dates for this session are: March 21, April 25 (on the 4th Thursday), May 16, June 20, July 18 and August 15.
* Once you enroll in the group, I will ask you to share a written reflection of your Future Self vision you have for your vision of your “gift-sharing”. Please bring this to the first group if you can.

FEES

* The monthly fee for the Soulful Women in Business is $50, or $45 for Soulful Work Community members. Each payment will automatically be deducted from your account every month from the time you enroll via Stripe and Acuity Scheduling.
* Please note that your registration is only refundable up until 2 weeks before the start date of the class, except for in cases of illness or extreme circumstances.

LOCATION

* In-person sessions generally are held in a classroom at Sage Wellness Therapeutic Bodywork (980 Forest Ave, Suite #204 in Portland-entrance in back parking lot on the left side of the building).

INCLEMENT WEATHER and SICKNESS

* Should we need to cancel a session due to inclement weather, we can hold the session via video chat instead. *Please ensure that you have a computer/phone with a working camera and mic.* I use Zoom video-conferencing for this (it is a free program to download). Please use a quiet space with minimal distractions for video sessions.
* If I am sick and need to reschedule, we will find a new date that works for us all.
* If you are sick and must miss a session, we can work out an alternate arrangement (such as attending a workshop I offer for free - this offer is only valid for missed sessions due to sickness). I can also record the session for you, or you can participate virtually.

CONFIDENTIALITY/PRIVACY

* I hold our class in the strictest confidence. I will not be sharing with anyone that you are a participant and will not reveal the content of our classes. *Please also keep in confidence the identity and the experiences of the other members in the group.* Confidentiality is important for this work.
* You are encouraged to fully share what is on your mind and what you are feeling in this setting. Holding back will mean that this group may not be as effective for you. Our group is intentionally kept small so that you feel more comfortable to share with the other group members.

ACCOUNTABILITY PARTNERS

* You will decide small steps to take in between our meeting times. *Please share these intentions (or action steps) with your accountability partner and check in with each other via email, phone or in-person meetings between our sessions.* You will have a new partner every month!

OVERVIEW OF SOULFUL WOMEN IN BUSINESS

* You will learn resources, suggestions and action steps to help you move forward toward creating a spiritual business. You will be able to learn from each other, share experiences, successes, frustrations and joys together.
* Please bring a notebook and pen, or a journal, to take notes!
* Topics for each month will vary, but will include some of the following: Setting up a website, Managing finances, Pricing, Social media outreach, Blog-writing, Client outreach, Enhancing self-confidence, Maintaining energetic boundaries, Self-care routines such as a regular meditation practice, Developing (and trusting) your intuition, Doing intuitive readings for others, Connecting with higher guidance, Life coaching strategies, Mindfulness exercises for clients and other relevant topics.
* Outline for our Group (subject to change):
	+ Month 1: Envisioning Your Practice and Identifying Your Values
		- Future Self vision and Value Assessment
		- Possible Services Brainstorm
	+ Month 2: Opening for Business (was Month 3)
		- Mission, Vision, Goals
		- Business Name and Client Avatar
	+ Month 3: Putting Yourself Out There (was Month 2)
		- SWOFT Analysis – Strengths, Weakness, Opportunities, Fears, Trends
		- Shining Your Light - Website, Emails, Business Description
	+ Month 4: Making Connections
		- Networking and Collaborating!
	+ Month 5: Marketing
		- Your Target Market
		- Social Media
	+ Month 6: Self-Care and Plan
		- Compile all of your past materials into a Business/Marketing Plan!
		- Trusting Your Intuition
		- Finding Flow, Experimenting Tweaking!

FORMAT

* Each month, 3 people will have a chance to have individual time to share what they are seeking in expanding their sharing their gifts with others for other group members and me to offer guidance and suggestions. The following month, the other 3 people will have their turn. Each meeting will generally look like this:
	+ Check-Ins – 15 minutes
	+ Topic (Rachel) and Exercise – 20 minutes.
		- I will review the topic and together we will work on a targeted writing exercise each month
	+ Individual Time – 60 minutes (20 minutes each for 3 people each week)
		- This is time for you to share what you are working on, what you are seeking support around, what you are feeling good about and what you are struggling with. *It is a good idea to take time before each meeting to write down what you seek help with to receive targeted guidance.*
		- Feedback, Ideas and Discussion: I first will offer individualized guidance to you based on what I feel might be most helpful, and some suggested action steps. Sometimes this will involve practical steps and sometimes it will be more spiritual/emotional work. Others are welcome to share thoughts and ideas as well, but please just be sure they are helpful, practical and more than advice-giving (not what you “should” be doing!).
	+ Setting Intentions/Action Steps/Accountability Partners – 20 minutes
		- You will be matched with an “accountability partner” and share your action steps for the next month with the group!

OVERVIEW of OUR APPROACH

* The work I do is a blend of spiritual and practical guidance, rooted in my experience as life coach, hypnotherapist and a mindfulness facilitator, and in spiritual wisdom and my own intuition. My goal is to support you to taking inspired action on sharing your unique soul gifts with the world and making in your livelihood! I will provide you each with gentle suggestions, nudges, affirmations, encouragement and practical (written and visual) tools to move away the clouds blocking your brilliant soul from shining fully.
* You are also supporting each other in this group. Your own experience, and what has worked for you, can help another who may be experiencing the same thing. Please share what you have gone through freely and openly!

OUTSIDE COMMUNICATION

* You are encouraged to participate in the private Soulful Women in Business Group on Facebook as a place to connect with each other, share ideas, celebrations, struggles and learning! Please reach out to each other and to your accountability partner! You may want to meet up outside this group, but please know it is not expected (but I recommend it!). You are welcome to occasionally email me (*I prefer email to texts)* in between sessions when the need arises, but I encourage you to connect with each other instead. If an issue arises that seems to require private work, you are invited to schedule an individual session with me.

# I assume all risks associated with my participation in Soulful Work Consulting because I understand and appreciate the nature of said risks. In consideration and as a condition of being accepted as a client, I, and for anyone acting on my behalf, waive and release Rachel Horton White and/or Soulful Work Consulting, and the owners and occupants of the premises where I receive services from Soulful Work Consulting, from all claims or liabilities of any kind arising out of my participation in Soulful Work Consulting. This waiver and release specifically includes any claims and liabilities arising from negligence or carelessness on the part of Rachel Horton White and/or Soulful Work Consulting, and/or the owners and occupants of the premises where I receive services from Soulful Work Consulting.

I agree to and understand the information stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rachel Horton White\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed and Dated: I, Rachel Horton White, commit fully to supporting you and to fulfilling my role in this process.

*Thank you for committing to this work together! I am so thrilled to be on this journey with you!*