



1.2 (A)

CORE MODULE REGISTRATION: ORGANIZATIONS

Approving Authority: Katie McLellan, MSW

Active Date: October 13th, 2023

Date of Most Recent Review/Revision: (TBD)

PREAMBLE

Since 2017, the Centre for Indigegogy has prevailed as an elite body for Indigenous centred, wholistic professional development programming, offering education to the community and honouring the spirit of Indigegogy. As a self-sustaining Centre, we are dedicated to long-term sustainability of the Centre and ensuring that the Indigenous facilitators and staff that work for the Centre are fairly compensated for their wholistic contributions to the community. This has a positive impact on the futures of our communities, and social work practice.

Enacting and following policies and procedures for the Centre allows us to remain relationally accountable, and honest, with our facilitators, participants, contracting organizations, and ourselves. As representatives of the Centre, we are appreciative your continued support of the work we do.

1.0 PURPOSE

1.01 To establish a process to support organizations in completing multiple core registrations.

2.0 DEFINITIONS

2.01 Approving Authority: an individual within the Centre for Indigegogy (e.g., Manager or Director) that holds designated authority to draft, review, revoke and enact effective policies.

2.02 Core Module: Referring specifically to one (1) of the thirty-five (35) workshops hosted each program year. These workshops are associated with the following certificates: Decolonizing Education Certificate, Indigenous Peoples Certificate, Indigenous Research Series and the Wholistic Healing Practices & Colonial Trauma Certificate. And the following standalone workshops: Wholistic Professional Development.



3.0 JURISDICTION/SCOPE

- 3.01** This policy applies to all organizations, and their representatives, purchasing multiple seats within a core module with the Centre for Indigegogy.
- 3.02** This policy applies to all participants registered within a core module with the Centre for Indigegogy.

4.0 POLICY

- 4.01** The organization's representative(s) will be expected to submit a completed participant list, via email, to the Administrative Assistant, a minimum of two (2) weeks prior to the scheduled workshop.
- 4.02** The organization must submit payment a minimum of two (2) weeks prior to the scheduled workshop for its participants to be registered.
- 4.03** Participants are not eligible to request a registration transfer on behalf of the organization. It is the responsibility of the organization and its representative(s) to notify the Centre of any required transfers, cancellations, or other necessary changes.
- 4.04** Should a participant be unable to attend, the organization's representative(s) will be expected to contact the Centre's Administrative Assistant, via email, a minimum of seven (7) days prior to the scheduled module to be eligible for a registration transfer to another member of staff.
- 4.05** No registration transfers will be accepted within forty-eight (48) hours of the scheduled module.
- 4.06** Once the participant list has been accepted and processed by the Administrative Assistant, the organization may request one registration transfer per individual. Upon completion of the transaction, no further transfers will be provided.
- 4.07** All requests for refunds and registration transfers will be submitted to the Administrative Assistant, via email. Other forms of communication (phone call, chat message etc.) will not be accepted.
- 4.08** The organization will no longer be eligible for any refund or registration transfer following the completion of the scheduled module.