

Congratulations on this important step to Coordinator (CC) with The International Focusing Institute. \_\_\_\_\_, your mentoring Coordinator(s) has/have recommended you.

1. The Board of Trustees and the International Leadership Council (ILC) would love to meet you. They invite you to say hello at one of their regularly scheduled meetings. You are also invited to have a conversation with Catherine and Elizabeth. Sherrie Lynne will contact you to schedule these meetings.
2. We will prepare for you a Coordinator certificate. Please email Rita ([Rita@focusing.org](mailto:Rita@focusing.org)) and tell her how you would like your name to appear on the certificate. She will prepare it and send it to your Coordinator(s) for signature and they will send it to you.
3. Your Coordinator annual membership fee is \$\_\_\_\_. Please login to [focusing.org](http://focusing.org) to pay your dues.

Your Coordinator Member benefits include: the right to recommend students for certification with the Institute and to recommend and mentor certified students as Coordinators-in-Training (CiTs). You will have a profile page on the website and the opportunity to upload classes and offerings that will appear on [Courses and Events](#). You may participate in the [Partnership Network](#) as well as recommend your students for the [Proficiency as Focusing Partner \(PFP\)](#) award. Additionally, you have access to “members only” offerings, discounts to certain workshops and books, and perhaps most importantly contributing to the spread of Focusing in your leadership role as part of The International Focusing Institute, the hub for Focusing activity worldwide.

4. **It is important that you require all trainees to join the Institute as they begin their training.** The annual membership for trainees in \_\_\_\_\_ is \$\_\_\_\_\_ per year. (We have a 3-tier price structure for the professional track dues. If you are training people in developing countries and South America the trainee fee is \$35, Europe and Canada is \$55 and the US is \$75.)

Please remember to instruct any new trainees that they should submit your name as Coordinator. If a student’s economic circumstance prevents them from paying the full fee, please ask them to email me and we will arrange a reduced fee. Membership income is a significant part of our budget, but it is also very important to us that finances are not a barrier to an individual membership.

5. If you are teaching Focusing to people who are not training for certification, please suggest they join the Institute in one of the supporting categories of membership: Friend \$25 per year, Supporter \$50 per year or Associate \$75 per year. By connecting these people with us, it engages more people in the worldwide Focusing community and directly supports our mission to spread Focusing. They also enjoy membership benefits.
6. I am attaching the certification form used when students are ready for certification. We encourage Coordinators to make students aware of [The Advanced and Certification Weeklong](#). Our next Weeklong will take place at the Garrison Institute – a beautiful retreat center about 45 minutes by train from New York City. The dates are August 16 - 21, 2020. Tuition includes the certification fee, or if a person has already paid the certification fee, then we will deduct that amount from the Weeklong tuition. This tuition reduction applies one time and can be used for one of the next two Weeklongs.

7. Also attached is the list of certificate types awarded by the Institute. This is useful to review with students when they are ready for certification to help them choose the most appropriate certificate title.
8. Please know that the International Leadership Council (ILC) works in collaboration with the TIFI Board in order to broaden the group of people at the center of direction setting. The Leadership Council is a fluid group that can reflect the full wisdom and evolve to meet the needs of the worldwide Focusing community. They welcome hearing about Coordinators with issues and ideas. You can contact the International Leadership Council at [ilc@focusing.org](mailto:ilc@focusing.org).

Thanks so much and again Congratulations!