

Appendix A:

Policy One: Reimbursement of expenses

Flights: Flights will be reimbursed at the completion of training in June. Flights should be economy or similar (no first-class flights). Flights must be approved before the reservation. **Flights must be booked by May 15, 2026 and submitted to silvia@naturalwomanhood.org by 5/5/2026.**

Travel to and from the airport: NW will coordinate leaders who are arriving and departing at similar times to/from the same airport in an effort to maximize ride-share bookings.

Flight and transportation expenses should not exceed \$550 total without approval (prior to 5/15/2026).

During the training: NW will provide dorm-style lodging at The University of St. Thomas-Houston. Linens are provided, toiletries are not included. Meals will be provided from Thursday (6/4) evening until lunch on Sunday (6/7). You will have the opportunity to notify us of any dietary restrictions. Any other expenses during travel or during the training will not be reimbursed.

During the year: leaders and members are responsible for the food and drink expenses they choose to provide.

All expenses must be submitted, with receipts, to Silvia Coto at silvia@naturalwomanhood.org within 1 month.

Policy Two: Fundraising and Financial Responsibilities

Understanding that Natural Womanhood depends on its Cycle Mindfulness Club leaders to fundraise a portion of the cost of their training and ongoing support, club leaders are held accountable to fundraise \$2,500 within the timeframe set by NW leadership. Fundraising sources and schedule will include:

1. Deposit \$100 to confirm my participation in the program
2. Now to August 15: raise \$1,500 from family and friends (for example: 15 supporters at \$100 each). Receive a \$250 stipend once that goal is met.
3. August 15 to September 15: recruit student members and help collect a membership fee per member (paid to Natural Womanhood). The membership includes a CMC printed journal and an extensive program of online videos and articles. These fees go toward the overall fundraising goal.
4. September 15 to December 15: approach partner organizations, such as local parishes or churches, Knights of Columbus Councils, Pregnancy Resource Centers. We will provide letters or recommendations.

Goal	Raised	Timeline
Family and friends	\$1,500	by Aug. 15
Members fees	\$400	By Sept. 15
Partners organizations	\$600	By Dec 15
Total	\$2,500	

All donations need to be made to Natural Womanhood, on our website, checks, Paypal and Zelle. Check with us for other options.

- Upon raising the first \$1,500, the CMC leader will receive a \$250 stipend, and upon raising the entire \$2,500, the student will receive another \$250.
- Natural Womanhood makes every effort to set club leaders up for success in their fundraising, providing training, communication templates, and ongoing coaching and support.
- Leaders are expected to give a good faith effort, communicate regularly with the CMC Coordinator regarding their fundraising progress, and communicate as soon as possible if any accommodations are needed (adjusted fundraising deadline, additional support from NW staff, etc)
- Club leaders will fundraise \$1,500 by Aug 15, 2026, and the balance by December 15, 2026.
- Leaders who 1) do not demonstrate appropriate effort and 2) fail to communicate with NW leadership about their fundraising may be removed from leadership.
- In the event a club leader initially accepts a position, then steps down from their position before the in-person training, this person is still responsible for the total cost already incurred by Natural Womanhood, including airfare, reservation fees, etc.

Policy Three: Personal Conduct at Leadership Workshop and Retreat

Natural Womanhood makes a significant investment in CMC Leaders through our annual in-person training. As such, leaders are expected to be invested participants in the training and agree to the following:

- Leaders will arrive on time and actively participate in all group sessions as outlined in the training schedule.
- Leaders will strive to get adequate sleep during the training so they can show up ready to receive and participate.
- Leaders will act and dress in a way that reflects their dignity and demonstrates respect for self and others.

- Should leaders have family or social connections in the area of the training, they may arrange to visit either before or after the completion of training. Visitors from off-campus are prohibited for the duration of the training, with social times to be spent with other leaders.

Policy Four: Non-Compliance with Formal Support Group Meeting

CMC Clubs employ a formal support group format, modeled after AA. There is a high level of intentionality around this approach, and the uniqueness and integrity of the program largely hinge on our shared commitment to upholding this supportive, responsive environment.

If a CMC leader feels this format is somehow not a fit for her group, she must:

- Communicate her concern promptly to the CMC Coordinator
- In collaboration with the CMC Coordinator, request a formal accommodation in writing to be sent to the Director of Program Operations.
- If accommodation is granted, proceed accordingly.
- In after-action conversations, participate in a review of how the modification of the meeting structure may or may not have impacted program outcomes.