

# GUIDELINES MODIFICATIONS FOR ONLINE EVENTS

EXISTING GUIDELINE H.3. REGIONAL AND AREA CLASSES, SUPPORT GROUPS, AND PLAYDAYS,<sup>1</sup> AND AREA GATHER-INS<sup>2</sup>

## *Payment to Area Outreach and Community Service Funds*

Teachers of Regional and Area RC classes, and leaders of Regional and Area support groups,<sup>3</sup> and playdays of four hours or less, and Area gather-ins, will include a payment of 25% of the total income from these activities to the Area Outreach and Community Service Funds of Re-evaluation Counseling Community Resources, Inc. (RCCR)<sup>4</sup> in their calculation of the fees charged.<sup>5</sup> This 25% of total income should be considered part of the basic expense of the activity. It should be calculated before deducting any expenses for the site, travel, food, and so on.

## *Division of Payment*

Of this 25% percent of total income before expenses, 70% will be kept in the Area Outreach Account and may be withdrawn for outreach purposes<sup>6</sup> by the Area Reference Person (ARP), or the designated account signer in a Developing Community. The remaining 30% goes to the Community Service Fund of RCCR, which supports International Outreach Funds as well as communications, operations, administration, and the organizing of conferences supporting the RC Community as a whole.

## *Sending Funds (for Communities in the United States)<sup>7</sup>*

Area Outreach Account contributions for Communities in the United States, payable to “Re-evaluation Counseling Community Resources,”

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<sup>1</sup> A playday or family class is an RC family-work event at which skilled adults and cooperating parents play with young people in the ways that the young people choose, and under the young people’s direction, all under the leadership of a skilled family worker. The playday or family class should include mini-sessions and/or support groups for the adults and may include introductions, a theory presentation, special time, and a closing circle. The play often creates opportunities for the young people to discharge, and these “sessions” are supported by the adults.

<sup>2</sup> This Guideline has the force of a requirement.

<sup>3</sup> If a fee is charged for the support group

<sup>4</sup> Re-evaluation Counseling Community Resources, Inc. (RCCR) is the international office for Re-evaluation Counseling and is located in Seattle, Washington, USA.

<sup>5</sup> This is a fee for the use of the terms “Re-evaluation Counseling” and “RC,” which are trademarks owned by RCCR.

<sup>6</sup> See “Application for Area Outreach Funds” [see Note VII, Forms, on page 77].

<sup>7</sup> See Guideline H.7., Outreach Finances: Communities Outside of the United States.

should be sent promptly to RCCR. The “RC Area Outreach Funds Contribution” Form 300 should be included with all payments. This form can be found on the RC Community website <www.rc.org>. ARPs or account signers are to provide the Outreach account number to teachers in their Areas.

*Area and Regional Support Groups and Playdays, and Regional Gather-ins*

If fees are collected for Area or Regional support groups or playdays (half day, four hours or less) or Area gather-ins, the fees should be accounted for in the same way as class fees, as described in this Guideline. The person submitting the fees must state which Area(s) should receive the funds.

REASON

This is a convenient collection point for the Community’s necessary Outreach Funds and the procedures described lessen restimulations about accounting for our funds.

**NEW H.3.A. ONLINE REGIONAL AND AREA CLASSES, SUPPORT GROUPS, AND PLAYDAYS,<sup>8</sup> AND AREA GATHER-INS<sup>9</sup>**

*Payment to Area Outreach and Community Service Funds*

Teachers of **online** Regional and Area RC classes, and leaders of **online** Regional and Area support groups, and playdays of four hours or less, and **online** Area gather-ins, will include a payment of 25% of the total income from these activities to the Area Outreach and Community Service Funds of Re-evaluation Counseling Community Resources, Inc. (RCCR)<sup>10</sup> in their calculation of the fees charged.<sup>11</sup> This 25% of total income should be considered part of the basic expense of the activity. It should be calculated before deducting any expenses.

*Division of Payment*

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<sup>8</sup> A playday or family class is an RC family-work event at which skilled adults and cooperating parents play with young people in the ways that the young people choose, and under the young people’s direction, all under the leadership of a skilled family worker. The playday or family class should include mini-sessions and/or support groups for the adults and may include introductions, a theory presentation, special time, and a closing circle. The play often creates opportunities for the young people to discharge, and these “sessions” are supported by the adults.

<sup>9</sup> This Guideline has the force of a requirement.

<sup>10</sup> Re-evaluation Counseling Community Resources, Inc. (RCCR) is the international office for Re-evaluation Counseling and is located in Seattle, Washington, USA.

<sup>11</sup> This is a fee for the use of the terms “Re-evaluation Counseling” and “RC,” which are trademarks owned by RCCR.

Of this 25% percent of total income before expenses, 50% will be kept in the Area Outreach Account and may be withdrawn for outreach purposes<sup>12</sup> by the Area Reference Person (ARP), or the designated account signer in a Developing Community. The remaining 50% goes to the Community Service Fund of RCCR, which supports International Outreach Funds as well as communications, operations, administration, and the organizing of conferences supporting the RC Community as a whole.

*Sending Funds (for Communities in the United States)*<sup>13</sup>

Area Outreach Account contributions for Communities in the United States, payable to “Re-evaluation Counseling Community Resources,” should be sent promptly to RCCR. The “RC Area Outreach Funds Contribution” Form 300A should be included with all payments. This form can be found on the RC Community website <www.rc.org>. ARPs or account signers are to provide the Outreach account number to teachers in their Areas.

*Online Area and Regional Support Groups and Playdays, and Regional Gather-ins*

If fees are collected for online Area or Regional support groups or playdays (half day, four hours or less) or online Area gather-ins, the fees should be accounted for in the same way as online class fees, as described in this Guideline. The person submitting the fees must state which Area(s) should receive the funds.

*Organizer Fee*

Organizing some online event may require significantly more work than for in-person events, and in those cases the organizer should receive a fee for organizing. The fee can be negotiated with the leader, but 10% of the leader’s fee is suggested.

REASON

This is a convenient collection point for the Community’s necessary Outreach Funds and the procedures described lessen restimulations about accounting for our funds.

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<sup>12</sup> See “Application for Area Outreach Funds” [see Note VII., Forms, on page 77].

<sup>13</sup> See Guideline H.7., Outreach Finances: Communities Outside of the United States.

## EXISTING GUIDELINE H.4. CLASS AND AREA WORKSHOPS AND DAYLONG PLAYDAYS<sup>14</sup>

### *Budgeting for the Community Service Fund*

The budget for every class or Area workshop, or daylong (more than four-hour) playday, must include a payment of 10% of the total income, before deducting any other expenses, to the Community Service Fund of RCCR.<sup>15</sup> (Organizers can estimate the total number of people who will attend the event to figure out the 10% payment and add it to the event's budget. This payment may be increased in the final accounting, if needed.)

### *Completing Workshop Finances*

After paying all expenses, including the 10% fee to the Community Service Fund described above, and within 30 days of the workshop or playday, the organizer must

- a. cash all checks and process all workshop or playday payments;
- b. pay 25% of any extra income (net income) to the leader of the workshop or playday;
- c. pay 75% of any extra income (net income) to the Area Outreach and Community Service Funds of RCCR, the same way as with a contribution from a class (see Guideline H.3., Regional and Area Classes, Support Groups, and Playdays, and Area Gather-ins);
- d. send the completed Form 110 (used outside the United States) or Form 310 (used inside the United States) and payment to RCCR; and
- e. send a copy of the completed form to the workshop or playday leader.

(See Appendix: Forms, pages 84 and 85, for examples of completed workshop finance report forms.)

### REASON

This is a convenient collection point for the Community's Outreach Funds. The procedures described lessen restimulations about accounting for the funds, help compensate the leaders for handling larger workshops or

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<sup>15</sup> This is a fee for the use of the terms "Re-evaluation Counseling" and "RC," which are trademarks owned by RCCR.

playdays, and increase our Outreach Funds.

## **NEW H.4.A. ONLINE CLASS AND AREA WORKSHOPS AND DAYLONG PLAYDAYS<sup>16</sup>**

### *Budgeting for the Community Service Fund*

The budget for every **online** class or Area workshop, or daylong (more than four-hour) playday, must include a payment of **30%** of the total income, before deducting any other expenses, to the Community Service Fund of RCCR.<sup>17</sup> (Organizers can estimate the total number of people who will attend the event to figure out the **30%** payment and add it to the event's budget. This payment may be increased in the final accounting, if needed.)

### *Completing Workshop Finances*

After paying all expenses, including the **30%** fee to the Community Service Fund described above, and within 30 days of the **online** workshop, the organizer must

- a. cash all checks and process all workshop payments;
- b. pay 25% of any extra income (net income) to the leader **and organizer** of the workshop (**20% to the leader and 5% to the organizer**);
- c. pay 75% of any extra income (net income) to the Area Outreach and Community Service Funds of RCCR, the same way as with a contribution from an **online** class (**37.5% to each**) (see **Guideline H.3.A, Online Regional and Area Classes, Support Groups, and Area Gather-ins**);
- d. send the completed **Form 110A** (used outside the United States) or **Form 310A** (used inside the United States) and payment to RCCR; and
- e. send a copy of the completed form to the workshop leader.

### REASON

This is a convenient collection point for the Community's Outreach Funds. The procedures described lessen restimulations about accounting for the funds, help compensate the leaders for handling larger workshops, and

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increase our Outreach Funds.

## EXISTING GUIDELINE H.5. REGIONAL AND INTERNATIONAL WORKSHOPS AND GATHER-INS<sup>18</sup>

### *Payment to the Community Service Fund*

For a Regional or International workshop or gather-in, the organizer's budget must include a payment to the Community Service Fund of RCCR of 10% of the income, before deducting any expenses, from the fees charged for the workshop or gather-in.<sup>19</sup>

### *Completing Workshop Finances*

After paying all expenses, including the 10% fee described above, and within 30 days of the workshop or gather-in, the organizer must

- a. cash all checks and process all workshop or gather-in payments;
- b. divide any extra income (net income) as follows:
  - i. pay 33.33% (1/3) to the Community Service Fund of RCCR,
  - ii. pay 33.33% (1/3) to the Publications Fund<sup>20</sup> of Rational Island Publishers (RIP),
  - iii. pay 25% (1/4) to the leader, and
  - iv. pay 8.34% (1/12) to the organizer;
- c. send the completed Form 400 and payment to RCCR within thirty (30) days of the workshop or gather-in; and
- d. send a copy of the completed Form 400 to the workshop leader.

(See Appendix: Forms, page 86, for an example of this completed workshop finance report form.)

### *Unexpected Shortages at Workshops*

The organizer is expected to keep track of the workshop finances before, during, and after the workshop. If it appears that the workshop will not generate enough income to cover all expenses, the organizer should

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<sup>19</sup> This is a fee for the use of the terms "Re-evaluation Counseling" and "RC," which are trademarks owned by RCCR.

<sup>20</sup> The Publications Fund of Rational Island Publishers (RIP) provides resource for RIP to produce the publications of the Re-evaluation Counseling Community.

announce this to the workshop and ask the participants to contribute funds to make up the shortage. If there is still a shortage, the organizer should consult with the International Reference Person (IRP).

#### *Purpose of Funds*

Funds sent to the Community Service Fund of RCCR are used to support International Outreach and the communications, operations, administration, and organizing of conferences that support the RC Community as a whole.

#### REASON

This is a convenient collection point for the Community's Outreach Funds. The procedures described lessen restimulations about accounting for the funds, help compensate leaders and organizers for handling larger workshops and gather-ins, and support the International Outreach and Publications Funds.

### **NEW H.5.A. ONLINE REGIONAL AND INTERNATIONAL WORKSHOPS AND GATHER-INS<sup>21</sup>**

#### *Payment to the Community Service Fund*

For an **online** Regional or International workshop or gather-in, the organizer's budget must include a payment to the Community Service Fund of RCCR of **30%** of the income, before deducting any expenses, from the fees charged for the **online** workshop or gather-in.<sup>22</sup>

#### *Completing Workshop Finances*

After paying all expenses, including the **30%** fee described above, and within 30 days of the online workshop or gather-in, the organizer must

- a. cash all checks and process all workshop or gather-in payments;
- b. divide any extra income (net income) as follows:
  - i. pay **42%** to the Community Service Fund of RCCR,
  - ii. pay **42%** to the Publications Fund<sup>23</sup> of Rational Island Publishers

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(RIP),

iii. pay 10% to the leader, and

iv. pay 6% to the organizer;

c. send the completed **Form 400A** and payment to RCCR within thirty (30) days of the workshop or gather-in; and

d. send a copy of the completed **Form 400A** to the **online** workshop leader.

#### *Unexpected Shortages at Workshops*

The organizer is expected to keep track of the workshop finances before, during, and after the **online** workshop. If it appears that the workshop will not generate enough income to cover all expenses, the organizer should announce this to the **online** workshop and ask the participants to contribute funds to make up the shortage. If there is still a shortage, the organizer should consult with the International Reference Person (IRP).

#### *Purpose of Funds*

Funds sent to the Community Service Fund of RCCR are used to support International Outreach and the communications, operations, administration, and organizing of conferences that support the RC Community as a whole.

#### *Technical assistance with electronic communications*

The **person handling electronic communications (the “tech”) for the workshop (e.g. Zoom), should work with the workshop organizer. This person should not pay a workshop fee since handling the online communications often requires a significant amount of work.**

#### REASON

This is a convenient collection point for the Community’s Outreach Funds. The procedures described lessen restimulations about accounting for the funds, help compensate leaders and organizers for handling larger workshops and gather-ins, and support the International Outreach and Publications Funds.



## EXISTING GUIDELINE H.8. MAINTAINING OUTREACH FUNDS

### *Area Outreach Fund and Class, Support Group, Half-day Playday, and Area Gather-in Payments*

The Area Outreach Fund of RCCR holds 70% of payments sent from classes, half-day playdays, support groups, and Area gather-ins (see Guideline H.3., Regional and Area Classes, Support Groups, and Playdays, and Area Gather-ins) for that local Community's outreach purposes. If the local Community is outside of the United States, it may keep its Outreach Funds locally, with the agreement of the IRP. (See Guideline H.7., Outreach Finances: Communities Outside the United States.)

### *Area Outreach Fund and Area Workshop and Daylong Playday Payments*

The Area Outreach Fund of RCCR also keeps 52.5%<sup>24</sup> of the extra income over expenses from Area and class workshops and daylong playdays for that local Community's outreach (see Guideline H.4., Class and Area Workshops and Daylong Playdays). If the local Community is outside of the United States, it may keep its Outreach Funds locally, with the agreement of the IRP. (See Guideline H.7., Outreach Finances: Communities Outside the United States.)

### *Community Service Fund and Area Workshop Payments*

The Community Service Fund of RCCR receives 22.5%<sup>25</sup> of the excess income (after all expenses are deducted) from Area and class workshops (see Guideline H.4., Class and Area Workshops and Daylong Playdays).

### *Sharing of Area Outreach Funds*

If an Area generates significantly more Outreach Funds than it uses, the ARP may decide to donate some of the funds to the Community Service Fund or to another Area's Outreach Fund.

### *Donations to Outreach Funds*

Co-Counselors are welcome to voluntarily donate to the Outreach Funds (Area Outreach Funds or Community Service Fund) of the RC Community.<sup>26</sup>

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<sup>24</sup> This 52.5% represents 70% of the 75% of income after expenses.

<sup>25</sup> This 22.5% represents 30% of the 75% of income after expenses.

<sup>26</sup> There is no personal tax benefit, except for donations by U.S. taxpayers to the Re-evaluation Foundation (see Guideline H.13). The entire amount of a donation is deposited in the Outreach Fund.

Co-Counselors who would like to financially assist other Community members to attend workshops should first consult with their Regional Reference Person (RRP) and such donations must be made anonymously, through the RRP.<sup>27</sup>

### *Taxes to Be Paid*

For legal reasons, RCCR must handle Outreach Funds as income and expenses of RCCR. RCCR must and does pay U.S. federal income tax on any income in Outreach accounts that exceeds the expenses, for any year. RCCR is authorized to deduct these tax payments from the Area Outreach Fund accounts.

### REASON

Without Outreach Funds, there are many populations to whom we would not be able to spread RC. To maintain the integrity of RC, it is important that we raise our own funds for Outreach, rather than depend on conditions set by outside funding sources. (See Guideline H.13., Assisting the Re-evaluation Foundation's Outreach Efforts.)

Some Areas have accumulated large amounts of Outreach Funds that they don't regularly use. These Areas are encouraged to use some of their funds to support other Areas or International Outreach.

## **NEW H.8.A MAINTAINING OUTREACH FUNDS**

*Area Outreach Fund and **Online** Class, Support Group, Half-day Playday, and Area Gather-in Payments*

The Area Outreach Fund of RCCR holds **50%** of payments sent from **online** classes, half-day playdays, support groups, and Area gather-ins (see Guideline H.3.A, Regional and Area Classes, Support Groups, and Playdays, and Area Gather-ins) for that local Community's outreach purposes. If the local Community is outside of the United States, it may keep its Outreach Funds locally, with the agreement of the IRP. (See Guideline H.7., Outreach Finances: Communities Outside the United States.)

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<sup>27</sup> The RRP will then provide the donated funds to the workshop organizer. The organizer and workshop attendee will not know who donated the funds.

### *Area Outreach Fund and **Online** Area Workshop and Daylong Playday Payments*

The Area Outreach Fund of RCCR also keeps **37.5%**<sup>28</sup> of the extra income over expenses from **Online** Area and class workshops and daylong playdays for that local Community's outreach (see Guideline H.4.A, Class and Area Workshops and Daylong Playdays). If the local Community is outside of the United States, it may keep its Outreach Funds locally, with the agreement of the IRP. (See Guideline H.7., Outreach Finances: Communities Outside the United States.)

### *Community Service Fund and **Online** Area Workshop Payments*

The Community Service Fund of RCCR receives **37.5%**<sup>29</sup> of the excess income (after all expenses are deducted) from **Online** Area and class workshops (see Guideline H.4.A, Class and Area Workshops and Daylong Playdays).

### *Sharing of Area Outreach Funds*

If an Area generates significantly more Outreach Funds than it uses, the ARP may decide to donate some of the funds to the Community Service Fund or to another Area's Outreach Fund.

### *Donations to Outreach Funds*

Co-Counselors are welcome to voluntarily donate to the Outreach Funds (Area Outreach Funds or Community Service Fund) of the RC Community.<sup>30</sup> Co-Counselors who would like to financially assist other Community members to attend workshops should first consult with their Regional Reference Person (RRP) and such donations must be made anonymously, through the RRP.<sup>31</sup>

### *Taxes to Be Paid*

For legal reasons, RCCR must handle Outreach Funds as income and expenses of RCCR. RCCR must and does pay U.S. federal income tax on any

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<sup>28</sup> This **37.5%** represents **50%** of the **75%** of income after expenses.

<sup>29</sup> This **37.5%** represents **50%** of the **75%** of income after expenses.

<sup>30</sup> There is no personal tax benefit, except for donations by U.S. taxpayers to the Re-evaluation Foundation (see Guideline H.13). The entire amount of a donation is deposited in the Outreach Fund.

<sup>31</sup> The RRP will then provide the donated funds to the workshop organizer. The organizer and workshop attendee will not know who donated the funds.

income in Outreach accounts that exceeds the expenses, for any year. RCCR is authorized to deduct these tax payments from the Area Outreach Fund accounts.

#### REASON

Without Outreach Funds, there are many populations to whom we would not be able to spread RC. To maintain the integrity of RC, it is important that we raise our own funds for Outreach, rather than depend on conditions set by outside funding sources. (See Guideline H.13., Assisting the Re-evaluation Foundation's Outreach Efforts.)

Some Areas have accumulated large amounts of Outreach Funds that they don't regularly use. These Areas are encouraged to use some of their funds to support other Areas or International Outreach.