

OUTREACH REPRESENTATIVES GUIDELINES

THESE GUIDELINES have been agreed upon and entered into as of the _____ day of _____, 2009, by and between Setting Boundaries, LLC, a Texas Limited Liability Company (hereinafter referred to as "SB"), and _____ (hereinafter referred to as "Contractor" and/or "SB Outreach Representative").

1. REQUIREMENTS

- a. SB Outreach Representatives must be personally invited by SB leadership and approved by President *and* Director of Group Communications.
- b. SB Outreach Representatives must sign an Independent Contractor Agreement before commencing any work associated with Outreach Representative responsibilities.
- c. SB Outreach Representatives must sign a copy of these Outreach Representative Guidelines before commencing any work associated with Outreach Representative responsibilities.

2. LEADERSHIP

- a. SB Outreach Representatives will report to the Regional Coordinator assigned to their geographic region. There will eventually be seven Regional Coordinators who will report directly to the National Outreach Coordinator who reports to the Director of Group Communications. (**NOTE:** Until such time as the National Outreach Coordinator and/or Regional Coordinators are in place, all SB Outreach Representatives will report to the Director of Group Communications.)
- b. Outreach Representatives will be empowered and trained by SB leadership, but they need to be self-motivated and able to take initiative.

3. MONTHLY STATUS REPORTS

- a. SB Outreach Representatives will complete a Monthly Status Report using the approved SB form and submit this written form to their Regional Coordinator at the end of every month. This Monthly Status Report is available at the SB website on the Outreach Representatives page. Go to the SUPPORT section of our website to locate Outreach Rep. page.
- b. SB Outreach Representatives are asked to maintain reasonable records of contacts being made, including but not limited to; contact person name, organization, phone, email, website, and other vital information. However, this specific contact information does not need to be submitted to the Regional Coordinator until such time as an order is placed.

4. COMPENSATION

- a. Refer to Items 2, 4 and 7 in the signed Independent Contractor Agreement (hereinafter referred to as "ICA.")
- b. Upon signing the ICA, Contractor will be issued a specific Outreach Representative Sales Affiliate Number to be used when assisting customers in placing their orders. This will enable SB to track sales and pay on commissions earned.
- c. Commissions shall be paid on a monthly basis at the end of the month.
- d. A minimum amount of \$200 must be earned in commissions before a commission check will be will issued.

5. TRAINING

- a. SB Outreach Representatives will be trained by the Director of Group Communications, in tandem with the Regional Coordinators, utilizing direct contact via phone, email, online video training, and other methods as established and approved by SB.
- b. The National Outreach Coordinator will communicate regularly with all Outreach Representatives to encourage and empower the team.
- c. A Community Forum specifically for Outreach Representatives is available on the SB website and is intended for use by all Outreach Representatives to share successes and assist fellow SB Outreach Representatives in the SB journey.

- d. SB Outreach Representatives will be supplied with a SAMPLE study guide that contains sample pages from the current Companion Study Guide. Additionally, a SAMPLE of a portion of one of the 12-week audio files will be available online in an MP3 audio file to be reviewed.

6. DESCRIPTION OF RESPONSIBILITIES

- a. The primary goal of the SB Outreach Representatives is to introduce the SANITY Support Group to churches, non-for-profit organizations, businesses, mental health providers, and others primarily *in their home state* to assist them in assembling and developing SANITY Support Groups that will utilize the **6 Steps to SANITY and 12-Weeks to Freedom** program. **However, making contacts outside their home state is 100% acceptable and encouraged.**
- b. SB Outreach Representatives will identify their own contacts and generate their own leads using whatever methods are at their disposal, including but not limited to; personal contacts, local directories and online resources. (Mass email “spamming” is *not* permitted.)
- c. Contractor may utilize personal social networking sites such as Facebook, MySpace, Twitter, etc. as is permitted via their respective social networking guidelines. (Social network “spamming” is *not* permitted.) Any use of the Setting Boundaries brand and/or logo on social networking sites must be approved by SB Corporate office.
- d. SB Outreach Representatives will initiate contact and follow-up with all leads in a timely and professional manner and in accordance with SB Independent Contractor Agreement.
- e. SB Outreach Representatives may or may not participate as Group Leaders or Co-Leaders for the groups they are helping to assemble. However, SB Outreach Representatives should encourage organizations to identify, select, and/or empower their own Group Leaders.
- f. SB Outreach Representatives have read the book; **Setting Boundaries with Your Adult Children – Six Steps to Hope and Healing for Struggling Parents.**
- g. SB Outreach Representatives may or may not struggle personally with this topic, but will have a desire to share the message of SANITY with a broad constituency; specifically with regards to establishing SANITY Support Groups in their state.

- h. SB Outreach Representatives will have a thorough understanding of the mission and goals of the SB outreach.
- i. SB Outreach Representatives will have a thorough understanding of the **6 Steps to SANITY and 12-Weeks to Freedom** program that is the foundation of the SANITY Support Group Network.
- j. SB Outreach Representatives will be familiar with the resources available online at www.SettingBoundaries.com and utilize this online resource to direct interested parties.
- k. SB Outreach Representatives will utilize the SB glossy color brochure when introducing people to the program. These brochures will be made available to Contractor in any quantity requested and at no charge to Contractor.
- l. SB Outreach Representatives will distribute materials that are approved and sanctioned by the SB corporate office and are not permitted to develop their own distribution materials or websites. Use of the Setting Boundaries brand, logos or graphics is prohibited unless approved by the SB corporate office.
- m. When an organization and/or individual is ready to start a group, SB Outreach Representative will assist them (if necessary) in placing their online order. Contractor will supply the organization and/or individual with the Outreach Representative Sales Affiliate Number so that the SB office can credit their account with the sale.
- n. SB Outreach Representative will assist organization and/or individuals to officially register their group online and follow-up with SB office to make certain the group has been added to the USA State map on the web site.

PLEASE COMPLETE AND SIGN THE NEXT PAGE.

FOLLOW MAILING INSTRUCTIONS LISTED ON NEXT PAGE.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to Outreach Guidelines as of the day, month and year first above written.

SETTING BOUNDARIES, LLC

By _____
Allison M. Bottke - DATE
President

CONTRACTOR:

PRINT YOUR NAME HERE - DATE

Signature HERE - DATE

Printed Name: _____

Organization/Church: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

email: _____

URL: _____

Face Book URL: _____

SEE NEXT PAGE FOR MAILING INSTRUCTIONS.

INSTRUCTIONS:

Print two (2) copies of this six-page form.

Fill-in all contact information and sign one copy.

Mail signed copy to address below, along with a signed copy of the **Independent Contractor Agreement**.

Retain extra copy for your files.

MAIL BOTH SIGNED DOCUMENTS TO:

Cheryll Hutchings

3917 Foskett Road

Medina, OH 44256

For more information: ch@settingboundaries.com

When the signed documents are received in our office, someone from Setting Boundaries will contact you to get you started. Thank you in advance for your support of the Setting Boundaries outreach ministry.