
SUPPORTING WELLBEING TRAINING PARTNERSHIP AGREEMENT

Between:
Supporting Wellbeing, MakeWay Charitable Society (SWB)
and
[Partner Organization Name] (the Partner)
[Date]

BACKGROUND & SCOPE

The purpose of this Agreement is to outline the terms and responsibilities related to the delivery of SWB Training to stakeholders and other identified participants of the Partner.

The SWB Training is an Indigenous-led training that builds the capacity of people who deliver or support land-based programming to support mental health and wellness during their programs. It is trauma-informed, culturally responsive, and grounded in northern Indigenous realities. The SWB Training was developed by and for land-based programmers to enhance their capacity to support their staff and participants' wellbeing at on the land camps.

The Partner is a [background and overview of the partner]. The Partner is engaging in this training with SWB for the purpose of [reason for engaging in training]:

TRAINING DETAILS

- Training Dates: [Insert Dates]
- Location: [Community, venue]
- Number of Participants: Minimum 3 / Maximum 12 (final number to be confirmed a minimum of 7 days before the training)

SHARED COMMITMENTS TO SUCCESSFUL TRAINING DELIVERY

THE PARTNER WILL:

- Provide [name, role] as the designated point of contact to coordinate the training on behalf of the Partner, in partnership with SWB. They can be contacted at [phone number and email address]. Hereafter referred to as "the Coordinator". They must communicate



with SWB and coordinate the training in a timely manner, and must have major logistics (venue, catering, etc.) confirmed with SWB at least **90 days before the training.**

- Attend at least three logistics meetings and one community context meeting.
 - Meet 3 months before the trainings about initial logistics
 - Meet 1 month before the training
 - Meet 2 weeks before the training
 - Community context meeting 1 week before the training
- Complete and sign the appended Logistics Form at least **14 days before the training.**
- Confirm participant list with a minimum of 3 and a maximum of 12 participants at least **10 days before the start of training.**
- Coordinate and collect signed waivers, participant information, media, and code of conduct forms at least **7 days before the start of training.**
- Complete coordination of accommodations and travel for participants (if necessary).
- Provide accommodations for SWB facilitators and emotional support person that are separate from participant accommodations (if on the land).
- Review with and coordinate the signature of the conduct forms for all Partner staff that will be onsite.
- Identify emotional support people in the community/region and assist SWB to hire one emotional support person to carry out the roles and responsibilities in the appended Emotional Support Contract Description.
- Secure a mutually approved venue that aligns with SWB's venue checklist (appended)
- Coordinate at least two half-days of on the land activities (weather and season permitting) for participants to process the emotionally difficult topics. Some examples of land-based activities are: hide tanning, setting and checking fishnets, fixing fish or meat, harvesting and making medicines, etc.
- Assume responsibility for the safety of all SWB staff, Partner staff, and participants during land-based activities and camps. This includes, but is not limited to, providing:
 - Someone on site at all times that is trained in Wilderness First Aid and Predator Defense (if necessary) that will take the lead if any incidents occur;
 - Someone on site at all times who maintains camp, ensures there is food, water, and hot beverages for the group, manages community members who come to visit, and ensures safety policies and procedures are being followed;



- Activity leaders (knowledge holders, Elders, contractors, etc.) that have the necessary expertise and skills to be leading the activity;
- An adequately stocked first aid kit, communication devices, and mode of transportation for the number of participants at any activity;
- People hired to support the operations of land-based camps will have demonstrated ability with respect to the use of chainsaws, knives, firearms, and all aspects of camp set-up and maintenance. Trained staff who have demonstrated abilities for the land-based activities, including the skills and experience to use [chainsaws, knives, snow machines, boats, etc.].
- Provide an on the land safety plan to SWB at least **three weeks** before the training, including emergency contact information, safety contact person at camp/community, plans for evacuation, etc.
- Organize catering and refreshments that meet the dietary needs of all individuals on site during the course of the training.
- Provide 1-2 flip chart stands.
- Compile a packing list that includes clothing, sleeping things, gear, and a description of the sleeping arrangements (ie. cabins, wall tents, hotels, pop tents, etc.). Distribute this list to all participants and SWB staff at least 2 weeks before the start of training.
- Provide the following contributions to the training:
 - A deposit of [\$3,000-\$6,000] to SWB that will be reimbursed after the training is delivered.
 - [Financial contribution amount]
 - [In-kind contributions] (i.e. staff time, venue space, on-staff emotional support or knowledge holders, etc.)
- Provide an [invoice or financial report] to Supporting Wellbeing—MakeWay Charitable Society at least **30 days after the training** for a maximum of the contribution amounts listed on the next page.

SWB WILL PROVIDE:

- Two trained facilitators to deliver and facilitate the SWB Training curriculum.
- An emotional support person to be available through the training to participants and staff, based on the Partner recommendation.
- SWB Training participant guides and handouts.



- All facilitation materials including: scenario cards, cue cards, markers, pencil crayons, paper, pens, pencils, sticky notes, flip chart paper, etc.
- Wellness kits for each participant to ensure they feel cared for during the training and have tools to ground themselves throughout the training.
- Art supplies to make art during the training.
- A collaborative agenda, shared with the Partner and participants at least 1 week before the training.
- All necessary forms for signature by the participants, staff, and contractors of the Partner (i.e. waivers, code of conduct, participant information, etc.).
- Gifts for knowledge holders.
- A minimum of three pre-training meetings with the Coordinator, to assist with the logistics planning.
- A community context meeting between the Coordinator, facilitators and emotional support person at least 1 week before the training.
- A post-training debrief with the partner at least 2 weeks and no later than 2 months after the training.
- The following financial contributions:
 - Facilitator fees and travel expenses (SWB cover directly);
 - Materials for wellness kits and facilitating (SWB cover directly);
 - Emotional support person travel expenses (if necessary) (SWB cover directly);
 - Emotional support: [\$\$ TBD] (via invoice or grant agreement or SWB cover directly);
 - Catering: [\$\$ TBD] (via invoice or grant agreement);
 - Venue: [\$\$ TBD] (via invoice or grant agreement);
 - On the land materials, staff, camp maintenance, etc.: [\$\$ TBD] (via invoice or grant agreement).

LIABILITY

- The Partner is responsible for the safety and wellbeing of all individuals participating or supporting the training (e.g., camp safety, logistics, activities). The partner is responsible for ensuring they have appropriate expertise in safety on the land as well as sufficient liability insurance.



- SWB is responsible for any instances related to the delivery of training itself (e.g., delivery of sessions, training materials).
- Each party agrees to take reasonable steps to ensure safety and wellbeing throughout. The wellbeing of all people present during the training period is the priority of both SWB and the Partner.

CANCELLATION AND RESCHEDULING

SWB Training dates are carefully planned by staff and facilitators up to a year in advance of delivery. Rescheduling training should be avoided if at all possible to prevent lengthy delays. If cancellation or postponement is unavoidable, the following terms apply:

If the Partner cancels or reschedules for non-emergency reasons, the Partner will be eligible for the following refunds:

Terms	Cancellation	Reschedule
More than 60 days before training	Full deposit returned	Allowed to reschedule
31-60 days before training	75% of the deposit will be returned	Allowed to reschedule
15-30 days before training	50% of the deposit will be returned and the Partner will reimburse SWB for non-refundable travel costs incurred prior to cancellation	Allowed to reschedule on a case-by-case basis
Less than 15 days before training	Full deposit is forfeited and the Partner will reimburse SWB for non-refundable travel costs incurred prior to cancellation	Allowed to reschedule on a case-by-case basis

If SWB cancels or reschedules:



- SWB will notify the Partner as soon as possible and will not charge any fees. The Partner's full deposit will be returned.
- SWB will only cancel or reschedule in emergency circumstances and after all reasonable alternatives have been exhausted.

EMERGENCY EXCEPTIONS

SWB or the Partner may cancel or postpone a training in the event of emergencies, such as a death in the community, extreme weather, or safety concerns. In such cases, SWB will work with the Partner to reschedule the training, at no penalty to the Partner.

IF RESPONSIBILITIES ARE NOT MET

Both parties agree to fulfill the responsibilities outlined in this agreement. If the Partner or SWB does not meet these responsibilities, either organization reserves the right to cancel the partnership with written notice. If the Partner cancels because SWB is not meeting their responsibilities, their deposit will be returned based on the above schedule. If SWB cancels because the Partner is not meeting their responsibilities, the deposit will not be returned, but no additional fees will be charged.

If the program is not being delivered to the safety standards of SWB, SWB can cancel the training at any time and the deposit will not be returned. The Partner is responsible for full reimbursement of non-refundable travel and accommodation costs incurred prior to notification.

AGREEMENT

By signing this agreement, both parties agree to the roles, responsibilities, and terms listed above.

[Name, Title]

[Client Organization]

[Name, Title]

Supporting Wellbeing – MakeWay Charitable Society



Date: _____

Date: _____



APPENDIX A

LOGISTICS FORMS

ON THE LAND CAMP TRAINING LOGISTICS FORM

The Partner: _____

Location: _____

Training Dates: _____

Sleeping Arrangements		Safety
# of cabins/tents for sleeping	How many people are in each cabin/tent?	Who will be the on-site safety person? Name: Number:
Please describe what is provided in the sleeping area (ie. mattresses, spruce bough, cots)		Who will be the on-site camp maintainer? Name: Number:
		Have you sent SWB your on the land safety plan? Yes No
Hygiene		Who are the emergency contacts? Name: Number: Name: Number:
How many handwashing stations will be set up and where?	How many hand sanitizers will be set up and where?	



How many outhouses/bathrooms will be at camp?	Where can people wash up and with what? (ie. basin in cabins, etc.)	What is the number for the safety communication device in case families are trying to reach participants/SWB staff? Type: (ie. sat phone, inreach, starlink) Contact information - Number - Email
Training Space		What safety equipment (first aid kits, bear spray, etc.) will be at camp? How many of each? Where will it be located?
Where will be the training space? (cabin, wall tent, etc.)	How big is the training space? Can we put flip chart papers on the walls?	
How many chairs will be in the training space?	Where will the private emotional support space be?	Kitchen/Dining
		What meals will the cook be providing? (breakfast, lunch, dinner, snacks, coffee/tea, etc.)
How many tables will be in the training space?		Where will food and beverages be located?
How many flip chart stands can you provide in the training space?		Where will clean water be coming from?
On The Land Activities		Where will people be eating?
What land-based activity will we be doing the afternoon of Day 2?		



What land-based activity will we be doing the afternoon of Day 4?	Any allergies that we should be aware of?
How many knowledge holders/Elders/other workers will be at the camp? This is to help us plan gifts to bring!	
Will there be any evening activities for the participants? If yes, what will they be and when?	
Transportation	
Who will pick up SWB staff from the airport (if necessary)? Name: Number: Email:	How will we be travelling to the camp? (boat, skidoo, truck)
Please provide details on leaving the community to go to camp Date: Meeting Time: Arrival Time: Pick up location:	Please provide details on returning to the community Date: Leaving Time: Return Time: Drop off location:
Is there anything else that we should know about camp logistics?	



IN COMMUNITY TRAINING LOGISTICS FORM

The Partner: _____

Location: _____

Training Dates: _____

Training Space		Safety Information
Where is the training space?	How big is the training space? Can we tape/tack flip chart papers on the walls?	Who will be the on-site safety/coordinator for the training? (including land-based activities) Name _____ Number _____
How many chairs will be in the training space?	Where will the private emotional support space be?	How many first aid kits will there be? Where will they be?
How many tables will be in the training space?		Have you sent SWB your on the land safety plan? Yes No
How many flip chart stands can you provide in the training space?		What safety communication device will you be bringing on the land?
On The Land Activities		Catering Details
What land-based activity will we be doing the afternoon of Day 2?		What meals will we be providing? (breakfast, lunch, dinner, snacks, coffee/tea, etc.)



What land-based activity will we be doing the afternoon of Day 4?	Where will food and beverages be located?
How many knowledge holders/Elders/other workers will be involved? <i>This is to help us plan gifts to bring!</i>	Where will clean water be coming from? (ie. jugs of water, sink, water bottle refill station)
Will there be any evening activities for the participants? If yes, what will they be and when?	Where will people be eating?
Transportation	
Who will transport SWB staff from/to the airport (if necessary)? Name: Number: Email:	How will we be travelling to land-based activities? (boat, skidoo, truck)
Is there anything else that we should know about training logistics?	



APPENDIX B

VENUE CHECKLIST

ON THE LAND CAMP

- ☐ Either a 16' x 20' x 5' wall tent with a wood stove. Ideally, there should be rope hanging along each wall from corner to corner to hang up flip chart paper **OR** a heated cabin with space for 15 people to sit in a circle or u-shape and there is wall space to hang up flip chart papers. **Note:** Camp staff or community members can not be cooking, hanging out, or walking in/out of the space.
- ☐ At least 15 chairs, and ideally 7 tables, but can make do with 2.
- ☐ A separate, private space for the emotional support person to support participants and staff (ie. a separate wall tent, cabin, or room) that is comfortable and warm.
- ☐ A kitchen and dining area with snacks, water, coffee and tea available for participants and staff at all times.
- ☐ Reusable dishes, cutlery, cups, and mugs to take care of the land. (no disposable paper/plastic)
- ☐ A dishwashing station (rinse, wash, bleach rinse) for participants to wash their own dishes, cutlery, cups to reduce work on kitchen staff
- ☐ Facilitators and emotional support must have separate accommodations from participants
- ☐ A communication device for emergencies on-site at all times with someone who knows how to operate it (ie. Inreach, satellite phone, starlink, etc.)
- ☐ First aid kit that is adequately stocked for the number of participants and days of training
- ☐ At least 2 bear sprays if seasonally appropriate
- ☐ At least 1 outhouse for every 10 people at camp with adequately stocked toilet paper
- ☐ Handsanitizer in all outhouses and in the dining area
- ☐ A handwash station in/near the training room, the kitchen, and the dining area with soap and water.
- ☐ Comfortable sleeping accommodations for all participants and staff.
- ☐ Board games and/or cards for evening activities (recommended)



IN COMMUNITY

- ☐ A boardroom, hall, gym, or other space that can comfortably accommodate at least 15 people in a circle or u-shape, provides space for breakout groups, and the ability to hang flip chart paper on the walls. **Note:** Community members can not be hanging out or walking in/out of the space.
- ☐ A separate, private space available for the emotional support person to support participants and staff (ie. a room with a door, a wall tent, a cabin etc.) that is comfortable and warm.
- ☐ At least 15 chairs and 6-7 tables
- ☐ At least one working bathroom with running water to handwash or a handwash station
- ☐ A space for catering to be placed
- ☐ Handsanitizer, paper towel, and a cleaning spray to wipe down surfaces
- ☐ Snacks, water, coffee and tea available for participants and staff at all times.
- ☐ Transportation to and from the land-based activities

