

NORTHWEST EARTH INSTITUTE HOW TO ORGANIZE A DISCUSSION COURSE

To organize a discussion course on *Exploring Deep Ecology*, *Voluntary Simplicity*, *Choices for Sustainable Living*, *Discovering a Sense of Place*, *Globalization and Its Critics*, *Healthy Children – Healthy Planet* or *Global Warming: Changing CO₂urse* just take the following steps:

1. FORM A GROUP TO TAKE THE COURSE (IDEAL SIZE 8-10 PEOPLE). If you have a large number of people interested, the overall group can be divided into smaller discussion groups. For example, in one Northwest workplace, 100 people decided to take a course at the same time. They formed eight groups that met independently.

The following methods have also been used to form a group:

- ◆ Call a noontime meeting or brown bag lunch in a workplace
- ◆ Invite a group to your home to learn more
- ◆ Organize a group at a faith center
- ◆ Talk with friends, acquaintances, neighbors and co-workers
- ◆ Organize a meeting by putting an announcement in the newsletter or facility of your local library, health food store, faith center or other non-profit. Meetings can be conducted in both public places and private homes.

If you are worried about finding enough people on your own, you can always partner with a friend and share the responsibility! A few people gathering a few more people can quickly bring a group together.

2. SHARE INFORMATION ABOUT THE COURSE WITH YOUR GROUP. The information included in this packet may be helpful to you in forming your group or telling others more about the courses. Please feel free to share any of it with those who have questions. Our website, www.nwei.org, can also be a great resource for more information on the courses.

3. ARRANGE FOR PAYMENT FOR THE COURSE BOOKS. The only cost for the course is for the course books. They are \$18.00 each, plus a minimal shipping and handling fee (see the attached order form). To assist with order processing and shipping, one order per group is suggested. Call NWEI at 503-227-2807 to place your group's order. Or you can complete the order form and mail it or fax it with payment information to NWEI. You'll have two shipping options—delivery within eight business days or within three weeks.

4. GET STARTED. NWEI will ship you the course books and a “Local Organizer’s Guide” to help you organize your group and meetings.

5. Follow up. Be sure and let us know about your experience in the course, and return the course evaluation to help us better revise the courses in the future. We can also talk about what's next for you and your group.

For assistance and additional information, please contact:
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