

We are excited that you will be joining us for the ***Taking It Lightly*** course. Following is course information to assist you in preparing for the weekend.

**Course Location:** Center for Creative Learning Conference Center  
1553 South 38 St, Suite 300, Milwaukee, WI 53215  
*(Be sure to use the map provided with these documents!!)*  
Phone for contact during weekend 414-383-5433

**Course Dates/Times:** Friday, 6:45 pm - approx. 11 pm  
Saturday, 8:45 am - approx. 11 pm  
Sunday, 8:45 am - approx. 7:30 pm

*All of the course paperwork must be returned to our office, fully completed, at least five days before the course along with your course fee.*

**MEALS:** We will be “brown-bagging” lunch on Saturday and Sunday. On Saturday evening, there will likely be time to go out for a quick dinner or you may bring your dinner. Some folks bring extra to pot-luck for lunches - that is optional. There are refrigerators available, however a small cooler is recommended.

**CLOTHING:** Wear loose, comfortable clothing. We suggest layers, as the temperature of the room varies depending on the kind of activities we are doing. Please bring shoes that are secure on your feet (tie or velcro, not sandals or slip-on) for Saturday and Sunday.

**GRADUATION:** You are welcome to invite guests, friends or family, to your graduation on Sunday night. Suggest that they arrive at 5:45 so we can start promptly. (Anticipated ending time: 7:30 pm). You are also welcome to bring “treats” to share at graduation.

If you have any other questions, please contact our office at (414) 374-5433. If you get voice mail, please leave your name, number and question, and we will get back to you as soon as possible.

Until the weekend, remember ***Take It Lightly!!***

*Patricia Clason*

**Center for Creative Learning, LLC** Patricia Clason, Director  
OFFICE: 2437 N Booth St, Milwaukee, WI 53212 (414) 374-5433  
(800) 236-4692 fax (414)374-3997  
Conference Center: 1553 South 38 St, Suite 300  
Milwaukee, WI 53215 (414) 384-5433  
[www.lightly.com](http://www.lightly.com) takingit@lightly.com



## Billing Policy

**COST: *Taking It Lightly Weekend* \$470.00**

### STANDARD TERMS

**DEPOSIT:** \$200 non-refundable deposit. Deposit may be transferred to another weekend if there is a medical or other emergency that prohibits your participation in the weekend in which you originally enrolled. Deposit may be paid by cash, personal check, cashier's check, money order or credit card. Third party checks are not accepted.

**PAYMENT TERMS:** Balance is due at the beginning of the weekend. If personal finances are such that this is not possible, a three-month payment plan can be arranged, consisting of a deposit of \$200 and three checks of \$100, \$100 and \$70. Please bring two checks for \$100 and one check for \$70 pre-dated for date they can be cashed.

**CREDIT CARDS:** We accept Master Card and Visa

**SCHOLARSHIP:** The Starfish Foundation, a 501(c)(3) tax-exempt charitable organization, provides scholarships for ***Taking It Lightly***. If personal finances do not allow full payment, you may complete an application for a partial scholarship. This is a short financial statement that allows us to determine the level of need. *All persons participating in the weekend must pay some cash payment for the weekend to ensure their commitment to participation.* Scholarship positions are available for weekends that are not filled with full payment students. Your participation will be confirmed on the Monday prior to the weekend.

*Effective date: September 1, 2001*

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## INFORMATION RELEASE AUTHORIZATION

I, \_\_\_\_\_  
(client about whom we want information) (date of birth) (parent or guardian)

hereby authorize, \_\_\_\_\_  
(client's counselor or therapist)

its director or designee at \_\_\_\_\_  
(address city, state zip)

to release information contained in my record to the individuals or organizations and only under the conditions listed below:

1. Name of person(s) or organization(s) to whom disclosure is to be made:  
*The Center for Creative Learning*

2. Specific type of information to be disclosed: *Any information the therapist deems pertinent to client's participation in weekend personal growth intensive - **Taking It Lightly***

3. The purpose and need for such disclosure: *To assist the instructors of the weekend in working with the client and maximizing client's outcomes and safety*

4. Client also authorizes the Center for Creative Learning to release to agency/therapist named above the nature of the work done in the course room during the *Taking It Lightly* course for the purpose of coordination of services.

5. Without written or verbally expressed revocation this consent expires for the following specified reasons:

A. Expiration Date: \_\_\_\_\_ B. Event: **Termination of Treatment**

6. Consent is hereby given for the Center for Creative Learning, its director or designee to provide information to the organization authorized above regarding my participation in events it sponsors, including but not limited to the **Taking It Lightly** weekend.

7. NOTICE OF FEDERAL AND STATE LAWS AGAINST FURTHER DISCLOSURE:

"This information has been disclosed to you from records whose confidentiality is protected by Federal and State Laws. Federal regulations (42CFR, Part 2) and State Laws (S51.30 and HSS 92) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

\_\_\_\_\_  
Witnessed By

\_\_\_\_\_  
Client - or - Parent or Guardian of Client

Date \_\_\_\_\_

Date \_\_\_\_\_

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# INFORMED CONSENT AGREEMENT

# Taking It Lightly

Dates: Friday \_\_\_\_\_ 7:00 pm Name \_\_\_\_\_

Saturday \_\_\_\_\_ 9:00 am\* Address \_\_\_\_\_

Sunday \_\_\_\_\_ 9:30 am\* City, State, Zip \_\_\_\_\_

\* or as designated on the weekend (starting time may depend on the number of students in the weekend)

- 1) I understand this course is educational and not psychotherapy or a substitute for psychotherapy.
- 2) I have thoroughly discussed the course with a staff member of the Center and I understand that, in addition to the benefit, there is always the risk of emotional and/or medical contingencies in such a group experience. I assume the risk, by this consent, of any accident or injury to myself or inflicted by me during the course, and hereby release the Center for Creative Learning for any liability therefore.
- 3) I take responsibility for consulting with a medical doctor and/or my counselor or therapist prior to participating in the course concerning any known or potential physical or mental condition that I may have, for the purpose of getting medical permission to participate. I assume the risk, by this consent, of any illness during the course, and hereby release the Center for Creative Learning for any liability therefore.
- 4) I hereby authorize the staff members of the Center for Creative Learning to take any reasonable steps on my behalf in the case of accident, injury or illness, including but not limited to emergency first aid, doctor, nurse and/or ambulance services, etc. I agree to be liable for the cost of any such action taken on my behalf, and hereby release the Center for Creative Learning from any liability therefore.
- 5) I agree to respect the confidentiality of all participants and their remarks by keeping all material of the course private and confidential.
- 6) I agree to maintain sobriety (no non-prescription drugs or alcohol) from 7 pm Thursday before the course through the entire weekend.
- 7) I agree to be on time for all sessions as listed above.
- 8) I agree that my deposit is non-refundable and that I lose all right to any other refund if I do not attend ALL sessions of the course. Refund requests must be made in writing within seven (7) days of completion of the course.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or guardian (if student is a minor)

## NOTICE OF CANCELLATION

**TODAY'S DATE:** \_\_\_\_\_

You may cancel this transaction without any penalty or obligation, within three business days of the above date. If you cancel, any payments made by you under the contract and any negotiable instrument executed by you will be returned within 10 business days following receipt by Center for Creative Learning of your cancellation notice, and any security interest arising out of the transaction will be canceled.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to: Center for Creative Learning, 2437 N Booth St, Milwaukee, WI 53212 no later than midnight of \_\_\_\_\_.

I hereby cancel this transaction. \_\_\_\_\_  
Student signature Date

**CENTER FOR CREATIVE LEARNING**  
2437 N Booth St, Milwaukee, WI 53212  
(414) 374-5433 800(236)4692 fax (414) 374-3997

Course Date

GA

**TAKING IT LIGHTLY PERSONAL BACKGROUND INFORMATION**

*To be completed and returned at least five days prior to the weekend*

NAME \_\_\_\_\_ Birthdate \_\_\_\_\_

To better assist you in achieving your goals for the **Taking It Lightly** weekend course, we request that you complete the following information. It will help you in getting clear about what you want and it will give us background information that help us help you.

**CHILDHOOD AND CURRENT FAMILY MEMBERS**

List the members of your family and descriptive information about each one (such as occupation, personality and any other information you think would be valuable background for us - such as stepparents or step bothers/sisters). When listing brothers and sisters, please list in birth order (oldest first). If a family member is no longer living, indicate cause of death, their age at death and how old you were when they died.

<b>CHILDHOOD</b>	First name	Age	Description
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You			
Mother			
Father			
Oldest brother/sister			
Brother/sister			
Brother/sister			
Brother/sister			
Brother/sister			

<b>CURRENT</b>	First Name	Age	Description
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**Self**

Relationship status:  Single  Living Together  Married/Life Partner  Divorced

Spouse/Significant Other			
Oldest son/daughter			
Son/daughter			
Son/daughter			
Son/daughter			
Son/daughter			

Describe your job

How do you feel about your job?

Have you taken any other personal development courses? (describe)

Are you on any medication? \_\_\_\_\_ If so, what?

for what reason/illness?

Describe any physical illnesses (major) or disabilities you have (or had)

Have you ever or are you currently seeing a counselor or therapist?      If yes, were/are you satisfied?

Other comments about your experience of counseling/therapy?

May we contact your counselor or therapist?      Name/phone #

What else would you like us to know about you that might be helpful to us in assisting you?

Who referred you to the Center for Creative Learning and ***Taking It Lightly?***

**GOALS**      "*You won't know when you get there if you don't know where you are going*"

List the most important goal/result that you want in each category:

**FAMILY & INTIMATE RELATIONSHIPS**

**BUSINESS/CAREER**

**SOCIAL RELATIONSHIPS/FRIENDSHIPS**

**THE *MOST IMPORTANT* RESULT I WANT FROM TAKING THIS COURSE IS...**

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FOR OFFICE USE ONLY

**TAKING IT LIGHTLY** is designed to assist you in becoming aware of decisions that are no longer working for you or are keeping you from getting what you want (emotionally or physically), and then choosing a new decision about the way you want to be in the world now. Please describe two circumstances that stand out in your memory as "decision" experiences - include how you felt about each experience.

For example:

**Childhood Decision:** When I was four years old, I won a contest for most beautiful hair. Later I took a pair of scissors and cut my hair. My mom was so angry that she cut my hair VERY short as a punishment. I felt angry and betrayed - because I thought I was doing something creative and "adult" and she should be proud.

**Adult Decision:** After a very difficult marriage and ugly divorce, I gave up on relationships and dating. I felt that I just couldn't get relationships right. I felt betrayed and worthless.

DECISION EXPERIENCE #1 Age \_\_\_\_\_

I felt

DECISION EXPERIENCE #2 Age \_\_\_\_\_

I felt

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## GENERAL REMINDERS CHECKLIST:

If you are traveling from outside Milwaukee, this will help you plan and pack for the weekend.

- Wear long pants (no shorts or skirts).
- Wear socks and shoes that stay securely on your feet. Please do not wear slip-on shoes, sandals or heavy boots.
- Wear loose, comfortable clothing in layers. (T-shirt and a sweatshirt or sweater)
- Do not wear jewelry, perfume, cologne or after-shave.
- There will not be sufficient time to leave, eat and return during lunch breaks. Bring food for lunch (and something to share if you want) - plan for three meals (Saturday lunch, dinner and Sunday lunch). A small cooler for your food is recommended. Some refrigerator space is available. (You *might* have time to go out for fast food for dinner on Saturday - McDonald's, Arby's, Cousins, Kentucky Fried Chicken, and Chili's are within one mile)
- If you wear contacts, you might want to either wear your glasses or bring your glasses and your contact supplies with you.
- The phone number to the Conference Center is (414) 383-5433. The phone is answered the entire time we are here. This is the number to give to anyone who might need to reach you for an emergency during the weekend.

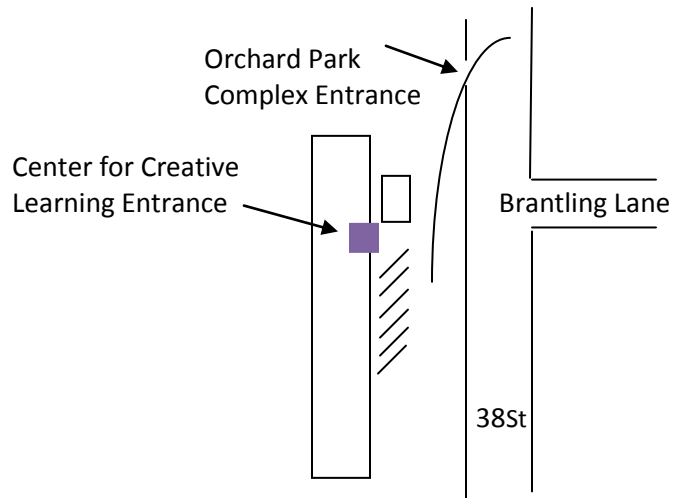
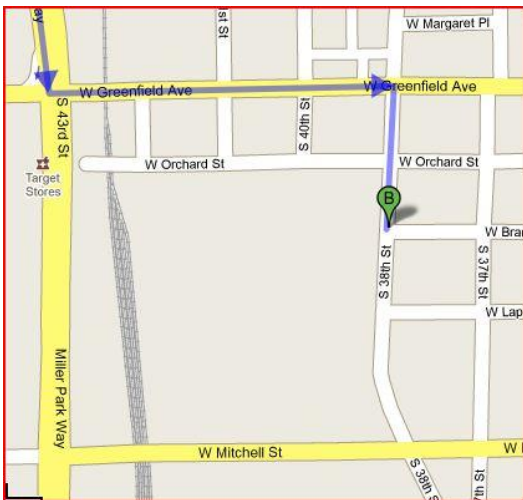


From 43<sup>rd</sup> St / Miller Parkway, turn east toward 38 St. on Greenfield Avenue or Mitchell Street.

Our facility is in an industrial loft/warehouse building, across from a park and residences.

The entrance to our parking lot is just north of Brantling Lane. (The driveway south of Brantling Lane is the exit from the parking lot, please use the north entrance to the lot as parking is angled toward the south.) Parking is directly in front of our entrance.

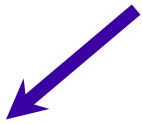
While our exterior is a little funky, industrial and construction, our interior is light, spacious and accomodating! If you get lost, call us at 414-383-5433.



### ***Center for Creative Learning, LLC***

Conference Center: 1553 South 38 Street, Milwaukee, WI 53215

414-383-5433



Entrance to Orchard Park Complex



Entrance to Center for Creative Learning

***Be sure to print this map and bring it with you!***

Call us at 414-383-5433 if you get lost.

We are looking forward to sharing our new facility with you!