

RG2024 Retreat Registration
Retreat with Shaila Catherine

Co-sponsored by Bodhi Retreats and Insight Meditation South Bay
www.imsb.org

Location: Redwood Glen, 100 Wright Drive, Loma Mar, CA 94021

Dates/Times:

Full retreat: Tuesday, May 7 – Friday, May 17, 2024

Partial retreat: (Available as space permits.) Must begin on May 7 and include a minimum of 3 nights.

The retreat sign-in begins with registration from 2:30 – 3:30 p.m. on May 7. The program will end with an optional noon lunch on May 17. For individuals signing up for the partial retreat, pre-arrange your departure day and time with the registrar.

Please arrange your travel schedule to arrive and depart at the designated times. Late arrivals will not be accommodated on this retreat. On the closing day, the program will end at 11:45 a.m., and participants are encouraged to stay to enjoy lunch before departing. If your travel arrangements necessitate an early departure on the final day, please inform the registrar in advance; we can accommodate early departures on the final morning.

Rooms are not available for the night before our retreat or the night following our retreat.

Cost:

- **Full retreat for single occupancy: 10 nights is \$3000 – \$2400 sliding scale (estimated actual cost for single is \$2600)**
- Double occupancy sliding scale: \$2500 – \$2100 (estimated actual cost for double occupancy is \$2300)
- Camping in personal tent or RV sliding scale: \$2300 – \$1800 (estimated actual cost for camping is \$2000)

The fee covers only accommodations, food, and basic administrative expenses. At the end of the retreat, there will be an opportunity to donate to the teacher.

The estimated actual per-person cost if we had used a fixed rate is \$2600 for a single room, \$2300 for a shared room, and \$2000 for camping. By selecting an amount above the estimated actual cost, your generosity supports those who need to select a lower rate to attend the retreat. Selecting an amount below the estimated actual cost is equivalent to receiving a partial scholarship.

The sliding scale will allow most scholarship needs to be self-managed. If you need additional scholarship support to attend, consider applying for a scholarship through <https://openharmafoundation.org>, or contact our registrar for assistance through IMSB/Bodhi-Retreats.

Partial attendance may be arranged for a stay of at least 3 nights, but priority is given to full retreat participants. We strongly encourage attendance at the full retreat. Applicants for partial attendance will be placed on a wait list which will be reviewed approximately 2 months before the retreat. Partial attendees will likely be housed in double occupancy rooms unless single rooms remain available 2 months before the retreat. You may contact the registrar to determine if single rooms for partial attendance are available.

The rates for partial attendance below are listed as single occupancy. The mid-point on each sliding scale is our estimated actual cost. Take 18% off any point on the sliding scale for double accommodations, and take 25% off for camping:

- 3 nights (Tuesday–Friday) is \$1200
- 4 nights (Tuesday–Saturday) is \$1500
- 5 nights (Tuesday–Sunday) is \$1800
- 6 nights (Tuesday–Monday) is \$2100
- 7-9 nights is same as full retreat: single \$3000 – \$2400 sliding scale

Deposit: \$250 (Non-refundable)

Cancellation Policy:

The \$250 deposit is non-refundable. The balance is handled as follows:

Two months prior to the retreat (Before March 7, 2024)

Any retreat fee paid over the \$250 deposit will be refunded to you by check. Or you may request that the funds be transferred to teacher dana or to our scholarship fund (these transfers are not tax-deductible).

Two months or less prior to the retreat (On or after March 7, 2024)

There is a \$1,425 cancellation fee (includes the \$250 deposit). The remaining balance of what you paid, up to \$1175, will be granted to you as a 2-year voucher toward a future Bodhi Retreats retreat or Bodhi Courses online class. Any amount you paid over \$2600 will be due to you as a refund. You can request one of these options for that refund:

- Apply it toward the 2-year voucher.
- Transfer the refund to teacher dana or to our scholarship fund (these transfers are not tax-deductible).
- Receive a refund check.

If the retreat must be canceled (due to unforeseen circumstances), full refunds will be given to those registered at the time the retreat is canceled.

If you must cancel because you are ill with a contagious disease, we will grant you a 2-year voucher toward a future Bodhi-Retreats retreat or Bodhi-Courses online class for the amount of your registration fee less the deposit. This flexibility is intended to support your need to remain home and to prevent the spread of illness. But this flexibility with the cancellation policy is only in cases of contagious illness and does not extend to other reasons. We need a firm commitment to effectively organize the retreat.

COVID-19 Guidelines:

We will be sending you guidelines for preventing the spread of COVID-19 prior to the retreat. Our guidelines change as health and safety conditions change, but we are likely to require more safety measures than current government mandates. It is likely that masks indoors for the first few days, tests for COVID prior to and during the retreat, and vaccination will be required. Please do not apply to attend this retreat if you are resistant to wearing a mask or testing for COVID, or are unvaccinated. We require compliance with our measures against COVID-19 to prevent the spread of illness. Read our guidelines [here](#).

Retreat Registrar: Jennifer Johnson, meditation3@bodhourses.org, (678) 431-5166.

To register, please:

- **Fill out the Online Registration Form.** You may preview the questions starting on the next page.
- **Send the deposit (minimum \$250) by check or Zelle.** After you submit your online registration, you will receive an auto-confirmation email containing information on how to send the payment.
- **Remit the balance of the retreat fees via check or Zelle by March 7, 2024.**

We are not currently accepting credit card transactions. Contact the registrar for alternative payment arrangements if check or Zelle are not possible for you.

RG2024 Retreat Registration

This form takes approximately 20 minutes to complete. You may download the PDF version of this registration form to preview the questions. It is best to complete and submit the form in one sitting. There is no guarantee that you can return to the survey with your responses saved if you quit halfway.

Note: This will be a non-smoking retreat.

Name: First _____ Last: _____

Email: _____

Address:

Street Address: _____

City: _____ State/Province/Region: _____

Zip/Postal Code: _____ Country: _____

Phone numbers: Work: _____ Home: _____ Mobile: _____

Occupation: _____ Age: _____

How did you learn about this retreat?

Emergency Contact:

Name: _____ Phone: _____

Relationship: _____

Experience

This retreat is designed for experienced students. Previous retreat experience in the insight meditation tradition is required, with a minimum of at least one week-long silent residential retreat. If you do not have the required experience, your attendance requires approval from the teacher.

Have you previously attended a retreat with Shaila Catherine?

- Yes
- No

(If no prior retreat experience with Shaila) **Is this your first residential retreat?**

- Yes
- No

Retreat

Please list the dates of previous retreats you have attended that were taught by Shaila Catherine.

Please describe your experience with other meditation retreats. Approximately how many silent residential retreats have you attended, what is your longest retreat, and in what traditions?

Please describe any other practices or retreats that have a significant impact on your meditation practice.

Please describe any psychological conditions or life changes that might make meditation practice difficult at this time (such as anxiety, panic, depression or other mental health conditions requiring medical treatment, grief, recent loss, recent change of job, recent marriage or divorce, psychological illness, drug addiction, alcoholism, etc.). If you are experiencing intense emotional states, please check with your therapist to determine if this is an appropriate time for you to undertake an intensive silent retreat. We recommend that only those who are experiencing a considerable degree of mental stability consider attending this retreat. We ask that students who have used mind-altering or hallucinogenic drugs within the last two years (including plant-based ceremonial substances) refrain from attending this retreat.

This will be a silent retreat environment. Retreatants need to be at ease with both silence and solitude. Silence is required, and participants are asked to remain on the property during the course of the retreat and refrain from all contact with people outside the retreat. This means no use of cell phones, smart phones, or Internet, no texting, e-mail, or any other form for communication except in the case of an emergency. There will be group and/or individual meetings with the teachers. Participants are expected to periodically communicate with the teachers at these scheduled meetings. Do you agree to keep the silence in the retreat, refrain from using electronic communication devices, and communicate with the teachers at designated times?

- Yes
- No

If no, please explain. If you anticipate needing to communicate with family or anyone outside of the retreat, please indicate below or inform the registrar or teachers.

Are you willing to take the following precepts and abide by them during the retreat?

- Yes
- No

During the retreat, we vow to abide by the five precepts, which are:

1. To abstain from killing and harming living beings (This includes all beings, both human and otherwise.)
2. To abstain from stealing or taking what is not given
3. To abstain from sexual misconduct (On retreat, we abstain from all sexual activity.)
4. To refrain from false, malicious, or harsh speech (On this retreat, we will maintain silence except when speech is required during meetings with the teacher(s).)
5. To refrain from using intoxicants (This includes drinking alcohol, smoking, and using recreational or mind-altering drugs. Note that this is a non-smoking retreat, which prohibits the use of traditional as well as e-cigarettes.)

We maintain a dress code that is casual but discrete. The guidelines are the same for males and females. You should be covered from shoulders to knees—no shorts (unless they are long enough to cover the knees when sitting) and no revealing shirts. Are you willing to abide by this dress code during the retreat?

- Yes
- No

The schedule will include communal elements along with opportunities for seclusion. Self-scheduled practice periods may be included in the program. These self-scheduled periods foster self-reliance and reduce the number of people in the meditation hall at one time. However, this is not a self-retreat. Attendance at the morning and evening teachings, small group practice discussions, and certain elements of the scheduled program is expected and required. Do you understand that this is a group retreat, agree to follow the schedule, and work with the teacher(s)?

- Yes
- No

Is there anything else you would like the teacher to know that might help them guide your practice during this retreat?

References

(First-time retreatants with Shaila) Applicants are not always able to accurately assess their readiness to attend intensive group retreats, and we do not have staff resources to support special psychological needs. Therefore, we require newcomers to Bodhi Retreats to provide two referrals from established meditation teachers, recognized sangha leaders, or previous participants of Bodhi Retreats. We may contact one or both of your references to verify that they perceive you as a mature, emotionally stable, suitable candidate for this intensive silent retreat. Please provide two references here.

Name of personal reference #1 _____

Role or affiliation (such as meditation group that they lead, organization where they teach, association with a meditation community, etc.) _____

Your reference's location (City/State/Country) _____

Your reference's email _____

Your reference's phone number _____

Name of personal reference #2 _____

Role or affiliation (such as meditation group that they lead, organization where they teach, association with a meditation community, etc.) _____

Your reference's location (City/State/Country) _____

Your reference's email _____

Your reference's phone number _____

Medical Needs

Do you have any medical needs or mobility limitations?

- Yes
- No

Please describe any medical needs, mobility limitations, physical limitations, or injuries that would prevent you from doing sitting and walking meditation, require special accommodation, or affect the performance of a basic chore/yogi job. Indicate if you have any environmental sensitivities that might affect room assignments. If you have mobility limitations, please contact our retreat registrar for details about accessibility.

Would you have difficulty ascending one flight of stairs, or wish to request a room that is accessible without stairs?

- Yes
- No

Teacher Dana

Registration fees cover only food, accommodations, and basic administration expenses. There will be an opportunity to offer donations/dana at the end of the retreat to support the teacher(s).

Scholarship

Would you be willing to help those who need financial assistance to attend the retreat?

- Yes

Amount of your donation to the scholarship fund: \$ _____

Please include your scholarship donation when you send your deposit or fees to the registrar. Scholarship contributions made via checks payable to Bodhi Retreats or Zelle transfer are not tax deductible.

Scholarship contributions made via checks payable to "IMSB" or to "Insight Meditation South Bay" will be tax deductible. Please write a separate check for your donation to the scholarship fund if you wish to have it tax deductible. Write "B-R scholarship" on the memo line.

To request scholarship assistance, please email the registrar.

Deposit/Retreat Fee

How do you intend to pay the deposit/retreat fee?

- Zelle transfer
- Mail a check
- Contact the registrar for alternative payment options (available only if the above two options are not possible)

----- **UNIQUE TO EACH RETREAT** -----

Guidelines for Preventing the Spread of COVID-19

We are taking many precautions to keep everyone safe from the spread of illness, and we need your cooperation both before and during the retreat. Our guidelines to prevent the spread of illness will be adjusted based on current and changing conditions. We intend to be very cautious. To attend this retreat, all retreatants must agree to abide by our guidelines, remain on the property after arrival until the end of the retreat, wear a mask in indoor common areas unless the teacher specifically announces that mask-wearing is optional, test for COVID-19 before traveling and at designated times during the retreat and disclose the results of the tests to the retreat teacher/staff. Isolation on site may not be available, so participants must agree to leave the retreat if they become ill (even if it is not COVID), test positive for the coronavirus (even if symptoms are mild), or if for any reason they are asked to leave by the staff or teacher. Refusal to wear a mask, test for COVID-19, or comply with the teacher's instructions will necessitate an immediate departure.

Do you agree to comply with these measures?

Read our current COVID-19 prevention statement [here](#).

- Yes
- No
- Unsure (contact the registrar if you need more information to decide)

Transportation to and from the Retreat - IMPORTANT

To protect the health of others, you will likely be asked to leave the retreat as soon as possible if you become ill during the retreat, whether the illness is a slight cold or COVID-19. Therefore, everyone should have an exit plan in case of illness.

We have used the town car service named Ace Car Service in the past and have found them to be reliable, friendly, and the most economical option among local town car services. They charged \$150 for a one-way ride between the airport (either SFO or SJC) and the retreat center in 2023. Prices may change. Jeff Browning (jeffroi8@sbcglobal.net) usually answers the phones and schedules the rides.

Ace Car Service
(650) 852-1233 or (650) 248-5408 or (650) 321-8989

If you choose to use a ride service, you may make arrangements directly with Ace or another ride service of your choice.

Rides

We encourage everyone willing to offer a ride or who needs a ride to communicate these offers and needs. More information will be provided about transportation after you register. About a month before the retreat, we will do our best to match participants who need rides with those offering rides.

- I will drive myself.
- I will drive myself and can offer other participants a ride.
- A friend or family member will drop me off and pick me up.
- I intend to arrange a ride with a professional ride service or taxi.
- I will be arriving by air and would like to reserve a seat on a shared van or town car service. The cost would be shared between the passengers.
- I anticipate needing an arranged ride to the retreat center.

- I do not know yet, but will make appropriate arrangements.
- Other. Please explain:

(I will drive myself and can offer other participants a ride.)

If you're offering a ride to others, please indicate from which area, route, or airport.

Can they contact you directly?

- Yes
- No

Phone and/or email (if different from the ones provided earlier)

(I anticipate needing an arranged ride to the retreat center.)

Where would you need to be picked up?

Do you have a plan for how you will depart and where you will go should you feel ill and need to leave the retreat early?

- Yes. Please describe:

- I am working on it and will develop my departure plan before I arrive at the retreat.

What questions or comments do you have about rides, precautions to prevent the spread of COVID-19, or dealing with illness?

Diet

Three full meals are included in the retreat program. We will work with the kitchen staff to meet necessary dietary restrictions, but we do not have control over the menu or access to the kitchen. If you have unusual dietary needs, contact the registrar.

Please indicate the category of food you will eat:

- Omnivore (includes meat/chicken/fish)
- Pescatarian (vegetarian but will eat fish)
- Vegetarian
- Vegan (no animal products such as eggs, dairy, meat)

If there are certain ingredients that you cannot eat under any condition for medical reasons, please explain below. For example, please indicate if you have food allergies, are dairy or gluten-free, etc.

If you do not eat three meals each day, please indicate which mealtimes you will NOT attend.

- No Breakfast
- No Lunch
- No Dinner

Retreat Option

Please check the option you are signing up for. Priority will be given to participants signing up for the full retreat.

- Full retreat: 10 nights, Tuesday – Friday, May 7 – 17, 2024
- Partial retreat, starting on Tuesday, May 7:
 - Enter the number of nights you will be staying (minimum of 3): _____
 - Enter the date on which you plan to leave: _____
 - Enter the approximate time that you plan to leave: _____

Additional nights are not available at this retreat for either early arrivals or late departures.

Redwood Glen Accommodations, Bedding, and Towels:

Accommodations at Redwood Glen are primarily in hotel-style double rooms with ensuite bathrooms. In addition, we have access to a couple of dorm-style cabins. To accommodate requests for single occupancy rooms, we must leave beds empty. Therefore, we have adjusted the rates along two sliding scales—for single and double accommodations. If you request a single, please be sure to explain your needs and preferences to facilitate rooming assignments. Camping in RVs and personal tents is possible.

The retreat center provides all sheets, blankets, pillows, and bedding for their hotel-style bedrooms. Cabin occupants will need to bring their own bedding, including sheets, blankets, sleeping bag, pillows, and towels.

What is your sex? This information is needed for potential roommate assignments.

- Male
- Female

Please select your rooming preference:

- Single
- Double with my spouse, partner, or friend
- Double with another participant of the same sex
- Camping

(Double with my spouse, partner, or friend) **Name of person you will be rooming with:**

Couples may room together if both parties agree to practice in silence. Our experience, however, is that couples usually will go deeper in their meditation practice if they room separately. Please consider this before requesting to room with an intimate partner.

(If you selected Camping) What is your camping option?

- Personal RV with hookup
- Personal Van or RV without hookup
- Personal Tent

These options require you to provide your own camping gear, tent, bedding, pillow, mattress pad, and sleeping bag. Nights can be quite cold. If you stay in a tent you should bring extra blankets and protection from the cold ground.

By entering my full name below, I confirm that all of the above information is correct to the best of my knowledge, and I acknowledge that I have considered my psychological condition and have determined that it is appropriate for me to undertake this retreat. I have read and agreed with an affirmative response to abide by the guidelines described and to maintain silence, keep the precepts, respect the dress code, and comply with measures to prevent the spread of illness. I understand that attendance is at the discretion of the teacher, and I agree to depart if requested by the teacher and to bear all costs involved in an early or unexpected departure.

Full Name _____

Date of application _____

WAIVER OF LIABILITY

Voluntary Participation

1. I acknowledge that I have voluntarily applied to participate in all or part of the meditation retreat sponsored by Bodhi-Retreats and/or Insight Meditation South Bay that will be held May 7 –17, 2024.

Assumption of Risk

2. I am aware that participating in this event may involve strenuous physical activities such as work meditation, yoga, or movement classes; risks associated with hiking, including contact with poison oak and wildlife; and because this event is a group activity, the risk of being exposed to the COVID-19 virus, even though precautions will be taken to prevent exposure. I am also aware that this is a silent, intensive meditation retreat and that participants in such retreats may experience intense and unusual psychological, spiritual, and/or physical states arising from the meditation and associated retreat activities. I am voluntarily participating in these activities with full knowledge of the risks involved, and hereby agree to accept all risks of harm that may result from these activities.

Release

3. As consideration for being permitted by Bodhi-Retreats and/or Insight Meditation South Bay, or one of its affiliates to participate in these activities and use their facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against, sue, or attach the property of Bodhi-Retreats, Insight Meditation South Bay, its affiliates, employees, agents or volunteers or any of its affiliated organizations for injury or damage resulting from acts, howsoever caused, by any employee, agent, volunteer, or contractor of these organizations, or any of their affiliated organizations, as a result of my participation in this event, except when an employee, agent, volunteer, or contractor of Bodhi-Retreats or Insight Meditation South Bay or any of its affiliated organizations exhibits gross negligence or intentionally acts in a manner likely to lead to my being harmed. I hereby release Bodhi-Retreats and Insight Meditation South Bay, and any of its affiliated organizations from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation in this event, except when an employee, agent, or contractor of Bodhi-Retreats and Insight Meditation South Bay, or any of its affiliated organizations exhibits gross negligence or intentionally acts in a manner likely to lead to my being harmed.

Knowing and Voluntary Execution

4. By ENTERING MY FULL NAME BELOW, I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and Bodhi-Retreats and/or Insight Meditation South Bay, and/or its affiliated organizations, and sign it of my own free will.

Full Name

Date of signature _____