

 <p>Foundation & Institute</p>	<h2 style="text-align: center;">CF&I Alumni Association Agreement</h2> <p style="text-align: center;">Welcome to The Celebrant Foundation & Institute Alumni Association – The Association of Celebrant Alumni Professionals!</p> <p>This CF&I Alumni Association Agreement sets out the rights and responsibilities of Life-Cycle Celebrants® certified by the Celebrant Foundation & Institute (CF&I). Together, we can uphold the highest level of service and professionalism while promoting freedom of choice in ceremonies and the values of the Celebrant movement.</p>
<p>Celebrant Foundation & Institute 41 Watchung Plaza Suite 516, Montclair NJ 07042 PH: 973.746.1792 www.celebrantinstitute.org</p>	<p>Association Membership Qualifications: The CF&I Alumni Association (Association) invites Life-Cycle Celebrants® (Celebrants) who have received one or more certificates from CF&I to join the Association.</p> <p>The CF&I Alumni Association Agreement Purpose: The CF&I Alumni Association Agreement defines the relationship between the Association and its members. There are many benefits to becoming a member of the Association, as well as certain responsibilities that you agree to undertake. This Agreement explains these benefits and responsibilities.</p>

Gaile Sarma - Founder, Charlotte Eulette - Int'l Director, Elisa Chase - Academic Director, Marcia Almeida – Chapter Alumni Manager and Eva S. Office Administrator

Along with this application, please provide via email to charlotteeulette@celebrantinstitute.org:

- A professional headshot or Celebrant Practice portrait in JPG, GIF or PNG format, and a 100-word bio (in MS Word) including: your completed certification(s), email address, geographic areas of travel and any languages you speak in addition to English, and your own perspectives or approaches to ritual and ceremony.

I. Code of Ethics and Professionalism for Certified Life-Cycle Celebrants®

The Celebrant agrees:

- To support the goals and the mission of CF&I and the Association by setting and maintaining a professional standard of service to the public that will bring credit and recognition to CF&I, the Association, and its individual members.
- To serve each client with respect, sensitivity, and professionalism, and to provide all services in a timely manner.
- To offer every client a personalized ceremony that includes their story or information as revealed to the Celebrant through interview and questionnaires.
- To ensure that clients have complete choice of and final say over their ceremonies, and that the Celebrant's personal beliefs are immaterial to this process. To encourage clients in choosing and/or approving a ceremony that is satisfying to them.
- To respectfully provide a ceremony that is as accurate as possible in all respects, including the pronunciation of the names of people, places, and things.
- To conduct a rehearsal where necessary to the ceremony.
- To perform the ceremony in a professional, prepared, and appropriate manner.
- To gift the client/honoree a keepsake (hard copy or electronic) copy of their ceremony.
- To provide a service that recognizes the unique personalities of the client, being sensitive to their needs, wishes, values, philosophical and spiritual beliefs, and cultural backgrounds.
- Not to discriminate on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment and sexual violence) under any program or activity.
- To comply and keep current with all laws regarding the performance of marriage in every country, state, province, or municipality in which the Celebrant practices, including obtaining the necessary legal authority to solemnize marriages and appropriately filing client marriage documentation as required by law.
- To respect any materials created and supplied by the Celebrant Foundation & Institute that are the property of CF&I and protected by copyright. The utilization of copyrighted material without express permission from the Celebrant Foundation & Institute will be considered a violation of this agreement.

II. Assistance to Member from the CF&I Alumni Association

The CF&I Alumni Association will –

- Post on its web site for each Association member Celebrant (1) a photograph; (2) a 100-word biography; (3) a client referral email; as supplied by the Celebrant, subject to Association approval. Celebrants may only have posted on the site their Celebrant practices for which they have diplomas from CF&I. Celebrants may change their bio and photo free of charge once each year; any additional changes will require a \$20.00 fee.
- Permit Association members to use the “Certified Life-Cycle Celebrant®” logo as follows: The Association will supply Celebrant with the four-color logo, which Celebrants are to place on the **home page** of their web sites and which will **click through** to the CF&I website at www.celebrantinstitute.org. Celebrants also are to **display the logo** on their stationery, advertising, brochures, and business cards. *See the letter in your Celebrant Kit for Logos and Use of the Logos.*
- Promote Celebrancy and the use of Celebrants through advertising and public relations, to the extent possible within its budget and funding constraints.
- Provide the Celebrant with digital versions of its brochures, templates of contracts, interview forms, ceremonies and other resources for ceremony planning, as well as professional support and other assistance and continued access to the Member’s Online Library of resources.
- Refer ceremonies to the Celebrant (i) if a client requests a Celebrant by name or, (ii) for those clients who do not request a specific Celebrant, in an objective manner on a par with other Celebrants as determined by the Celebrant’s stated availability, certifications, geographic, and other preferences.

The Celebrant agrees –

- To refer back to the Association within 24 hours any Association-referred ceremonies that the Celebrant cannot perform, so that the Association can refer the ceremony to another Celebrant. The Celebrant is not to pass Association-referred ceremonies on to other officiants.
- To keep all contact information current and communicate any changes to emails, phone numbers or addresses to the CF&I.
- To use personal contact information shared with Celebrants for the purposes of CF&I Regional Chapters for CF&I business only. Members will not be allowed to use any electronic mail information, or any other contact information provided by their chapter for soliciting or advertising for outside or personal commercial ventures, religious or political causes, or other solicitations and communications.
- To comply with all relevant laws associated with the practice of Celebrancy, particularly those involved with the performance of weddings, to keep current all legal documents that authorize you to officiate at wedding ceremonies in your locale, and to supply the Association with an updated copy of these documents on an annual basis.
- To ensure that you are legally authorized to perform weddings in every country, state, province, or municipality in which you choose to practice and to undertake to keep yourself informed of any changes to the marriage laws in these jurisdictions.
- To demonstrate professional cooperation and to promote a spirit of sharing and mutual encouragement with other Celebrants.
- To promote and educate the public about Celebrancy and Celebrant services by communicating the importance of marking the milestones in life in a personal and authentic way through ceremony.
- To create their own original website and business materials and to refrain from copying materials, business names or intellectual collateral from other Celebrants or officiants. Celebrants are welcome to use the content from the Celebrant website but not from their colleague Celebrants.
- To respect any materials created and supplied by the Celebrant Foundation & Institute that are the property of CF&I and protected by copyright. The utilization of copyrighted material without express permission from the Celebrant Foundation & Institute will be considered a violation of this agreement.

III. Life-Cycle Celebrant® Responsibilities

The Celebrant is an independent businessperson and as such is responsible for generating and maintaining his or her own business as a professional Celebrant, including:

- The Celebrant agrees that he or she is not an employee or agent of CF&I or the CF&I Alumni Association and neither CF&I nor the Association are intended parties or third-party beneficiaries to the Celebrant’s contracts or agreements with his or her clients. The Celebrant agrees to hold CF&I and the Association harmless from any liability arising out of such contracts.
- The Celebrant will not represent to anyone that he or she is an employee or agent of CF&I or the Association, nor will he or

she use the proprietary “Celebrant Foundation & Institute” logo, (as opposed to the “Certified Life-Cycle Celebrant®” logo, described above) in any manner.

