



Simplicity Matters Earth Institute

www.simplicity-matters.org

Thank you for being the Circle Book Person!

We thank you for volunteering to be the Circle Book Person for this circle. Your contribution is crucial to get the circle going.

Electronic versions of this document and the Circle Contact List are available at www.simplicity-matters.org/volunteers/bookpersons.

At the Intro meeting:

- ◆ The Introducer will have filled out the top of the **Circle Contact List**. Ask participants to provide their personal info. SMEI will not share, sell or rent personal information.
- ◆ After everyone has written down their personal info, ask who wants to purchase a discussion guide (“course book”). NWEI sells books to individuals for \$20 each. They are shipped Priority Mail – s/h costs \$12 for 3-15 books, and \$6 for 1-2 books, so it makes sense for you to order books for the whole group.
- ◆ Use the “Guide” column to keep track of who wants you to order a book for them, if and how they paid, etc. Suggested notes you may wish to make are offered under footnote #2.

After the Intro meeting:

- ◆ Distribute copies of the Circle Contact List to those joining the circle.
- ◆ Also a copy of the Circle Contact List to the SMEI introducer who ran the Intro meeting. (If there was no SMEI Introducer present, please send the copy to appropriate group of SMEI volunteers in your neighborhood, listed at www.simplicity-matters.org/info .)
- ◆ As soon as possible, order books per updated instructions at www.simplicity-matters.org/circles/order.php . Promptness is crucial, as the books need to be received, distributed, and their first chapter read by participants prior to the meeting to discuss Session 1.
- ◆ When calling NWEI, please tell them that you're placing a course book order for a Simplicity Matters Earth Institute circle (we get a small commission). Have your credit card number at hand.
- ◆ As soon as the books arrive, notify participants and make arrangements for distribution if an Interim meeting wasn't set specifically for that purpose. Remind participants to read Session 1 before the next meeting.
- ◆ Request advice from Lena (Lena@simplicity-matters.org / 301-432-8721) if problems arise with the books. *Please don't hesitate to do this.*
- ◆ Bring the Circle Contact List to the First Meeting (w/ SMEI volunteer mentor).

Introducer's name _____

Introducer's phone number(s) _____

Introducer's e-mail address _____