

WESTERN CHAN FELLOWSHIP

Newsletter 16a - Autumn 2005

For flexibility, we have combined the Retreat Programme and Newsletter into this single publication. So please look inside whether you are interested in local meditation group events, news, our residential retreat programme, or any other WCF matters.

Local Groups News

There is a **new group in Cambridge** as from November – contact David Brown, 07766 686 345 or see <http://cambridge.westernchanfellowship.org>.

New Retreat Programme

Please see inside the new retreat programme for 2006, which includes some new types of event. The booking instructions and application form are on the back two pages of this newsletter.

Payroll Giving

Please consider asking your employer whether they support Payroll Giving (“Give As You Earn”). This is an easy and tax-effective way to make a regular donation to support the work of the WCF e.g. the Bursary fund or the purchase of necessary equipment. A small regular donation is worthwhile and appreciated since it provides an ongoing top-up to our funds. The WCF is registered with the scheme and our number is 000435969. More details at westernchanfellowship.org/donations.html and www.giveasyouearn.org.

Retreats at Other Centres

Besides the Maenllwyd Retreat Programme, and the regular events organised by local groups in their own cities, there are other activities worth noting.

Several local groups are now organising day and weekend retreats, sometimes under their own leadership and sometimes with invited teachers. Mostly these are not residential but notably the events organised by Stuart McLeod at Hourne Farm have been residential weekends (with more planned for 2006), and the York group plans a 4-day residential event in January 2006.

Simon and Hilary have been invited once again to take part in the 2006 Gaia House programme (in January).

Both the WCF and of course Chan itself have connections beyond the borders of the UK. We have a fully affiliated WCF group in Oslo where Simon Child has recently led a Koan retreat, and several contacts and activities in other countries. John Crook is once again going to Poland in October 2005, this time to lead a Mahamudra retreat. John led a journey to India in September 2005, and plans a Silent Illumination retreat in Lithuania in the Summer of 2006.

Western Zen Retreat in New York

During March 2006 John, Simon, and Hilary plan to return to New York to once again lead a Western Zen Retreat at the Dharma Drum Retreat Center in the Catskill Mountains in upstate New York, USA. Whilst the main purpose of these events is to introduce the WZR to Americans they do accept overseas applications, and it is good to have some ‘old-hands’ participating as well as newcomers so please feel free to apply – application details will be posted at www.dharmadrumretreat.org

Western Chan Fellowship Retreats

The Western Chan Fellowship offers retreats providing training in Zen insight and fresh ways of being. The Maenllwyd retreat centre has been providing disciplined Zen, Tibetan and Chan (Chinese Zen) retreats for over 30 years. Participants need not be Buddhist, and indeed probably the majority are not.



The programme of retreats with the Western Chan Fellowship provides a progressive series of events designed to deepen self-understanding and insight into the Buddhist path. Serious practitioners, and this includes beginners, are invited to take advantage of these rare opportunities for practice and self-discovery in an atmosphere of warmth and the cultivation of kindness.

Western Zen Retreats and Shorter Chan Retreats are open to beginners and adepts alike. Mahamudra and full Chan (Koan and Silent Illumination) retreats are open to those who have already attended a Western Zen Retreat or have relevant prior retreat experience elsewhere (details required on application). *Prior to booking please read the retreat descriptions on pages 4 and 5, and also the description of the facilities at Maenllwyd Retreat Centre on page 6, to ensure that you understand the nature of each event.*

These retreats are serious and quite demanding. Participants gain important insights into their lives and into the Buddhist path and many return for further retreats. Some indeed make these retreats their main practice. The atmosphere is caring and supportive and interviews (opportunities to speak to the teacher) are always available. You are welcome to enquire further when considering whether a retreat is right for you.

Retreats may be led by John Crook, PhD. DSc *Chuan-deng Jing-di*, Simon Child *Chuan-fa Jing-hong*, Hilary Richards, or Ken Jones. Both John Crook and Simon Child are Dharma heirs of Chan Master Sheng-yen of the Institute of Chung-Hwa Buddhist Culture, Taipei and New York, and are fully authorised teachers in the lineages of Linji and Caodong Chan. Hilary Richards is a long-term practitioner with Dr John Crook and Master Sheng-yen, is a past Chair of the Western Chan Fellowship, and leads retreats at Maenllwyd and at Gaia House. Ken Jones is a long term practitioner well known both for his writings and for the various retreats and workshops which he leads at various venues.

RETREATS

The following events are scheduled during 2005/6

November 12 th – 18 th	<i>Koan Retreat</i>	John Crook	£255
December 9 th – 14 th	<i>Mahamudra</i>	John Crook	£190
January 14 th – 21 st 2006	<i>Silent Illumination</i>	John Crook	£280
February 3 rd – 4 th	Fellows Conference: <i>Approaches to Death and Dying</i> to be held in Bristol	<i>Book via Bristol Chan Group, not with WCF.</i>	£50
February 5 th	AGM: in Bristol		
February 18 th – 23 rd	* <i>Western Zen Retreat</i> *	Simon Child	£195
February 23 rd – 26 th	<i>Leaders Retreat</i>		£80
TWO WEEK RETREAT			
April 8 th – 15 th	<i>Silent Illumination</i>	Simon Child	£280
April 15 th – 22 nd	<i>Koan Retreat</i>	John Crook	£280
Discounted total fee for those who participate for both weeks: <i>Bursaries will also be available in the usual way</i>			£500
May 20 th – 24 th	<i>Meditating with the Birds</i> (at Skokholm Island)		£265
June 9 th – 14 th	* <i>Western Zen Retreat</i> *	Simon Child	£195
July 2 nd – 8 th	<i>Dogen Retreat</i>	Ken Jones	£240
Aug 24 th – 29 th	* <i>Introductory Chan Retreat</i> *	Hilary Richards	£195
September 16 th – 23 rd	<i>Fellows Practice Week</i>		£185
October 14 th - 19 th	* <i>Western Zen Retreat</i> *	Simon Child	£195
November 11 th – 18 th	<i>Koan Retreat</i>	John Crook	£280
December 7 th – 13 th	<i>Mahamudra</i>	John Crook	£240

* indicates suitable for beginners *

This programme is subject to changes, cancellations, and additions.

Updates will be posted on our website at <http://WesternChanFellowship.org>

Retreat Descriptions

WESTERN ZEN RETREAT A simple monastic regime enables the mind to face the major paradox - Who am I? - in creative mutual questioning. People work in pairs in exploring this fundamental Koan. The intensive focus drives each into a self-presentation that is difficult to experience in other ways. The outcome may be a profound sense of the unity of self and possibly a direct insight into the 'ground of being', in traditional Zen considered to be a glimpse of Enlightenment. Whether or not such an insight happens, participants share a rich experience in new self-knowledge and understanding others. Open equally to beginners and established trainees. *Leader: Simon Child.*

INTRODUCTORY CHAN RETREAT Alone with others, just sitting, this weekend will be about the practice of meditation. We will provide a space for anyone to experience silence for four days within the structure of a Chan Retreat. The format will be as in a full Chan retreat, rising early with meditation and exercise periods throughout the day. The schedule is rigorous requiring both gentle persistence and great determination. We will offer basic meditation instruction and guidance throughout, supporting each person through short talks and individual discussion in interviews. The retreat is suitable for both beginners and more experienced practitioners but will not necessarily be an easy or comfortable option. *Leader: Hilary Richards*

SILENT ILLUMINATION CHAN RETREAT This traditional week-long retreat (Saturday to Saturday) will allow the time and space for serious practitioners to learn, practice and cultivate the method of Silent Illumination. Simple yet difficult, within this space you may encounter an opening that allows you to come to rest and find freedom, peace and lucidity. This is not a place to opt out but enables effective engagement with daily life. Facilitated in a kindly and supportive manner we will present the teaching and methods of Master Sheng-yen, through practice, talks and individual interviews. The format will be that of a full Chan retreat, rising early, a rigorous schedule of meditation and exercise, with work periods for food preparation and keeping the Maenllwyd (Grey Mountain) log fires glowing. In the still heart of Wales, join us for this intensive Seven Day Chan Retreat. *Leaders: John Crook (January), Simon Child (April).*

KOAN RETREAT This retreat focuses on traditional koans as a means of training. This retreat is designed for Westerners based in the writings of Linji, Hsu-yun, Hakuin, and Dogen, and incorporates both Chinese and Japanese approaches in a fresh format. Previous experience of either a Western Zen Retreat or Chan retreat is required. *Leader: John Crook.*

MAHAMUDRA ON THE TANTRIC PATH An opportunity for practitioners to deepen their insight through an introduction to a profound Tibetan meditation system that originated in India during the richest period of Mahayana evolution. Preliminary exercises create the motivation for receiving an empowerment to practice methods evoking compassion and wisdom with humility and self-understanding. The retreat provides the first steps in "becoming a Buddha in one lifetime" through the mental yogas of the Mahamudra meditation system. *Leader: John Crook.*

DOGEN RETREAT This retreat will focus on Dogen Zen, with a koan orientation. It will incorporate compassion and mindfulness practices. Retreatants will work on a choice of phrases from Dogen's writings. Talks and interviews, and Dogen's poetry, will offer an appreciation of the relevance to our lives of one of the greatest of Zen masters. This retreat is a development of an already proven format having been run successfully in Chester during 2005 where it was fully booked. *Leader: Ken Jones.*

FELLOWS CONFERENCE "APPROACHES TO DEATH AND DYING" Part of the purpose of following a spiritual path is to teach us how to live and how to prepare for our inevitable death. For the most part, we are quite good at the former and not so good at the latter, so this conference, "Approaches to Death and Dying" is an attempt to redress the balance. Introduced by Dr John Crook, speakers will include: Dennis Sibley of the Buddhist Hospice Trust; Dr John Crook; hopefully a speaker from the Alzheimer's Society; and maybe others. We hope that this will also provide an opportunity for Fellows and invited guests to enjoy relaxing together, to come to a good conference dinner and to enjoy hospitality with members of the Bristol Chan Group.

This event will be open to Fellows and invited guests only. Booking will be through bookings@bristol-chan.co.uk, writing to Bristol Chan Group, 1 Drake Road, Wells Somerset, BA5 3JX, or tel John Chettoe 01749 676248. Do not book through the usual WCF retreat booking system. The fee for the two days is £50, payable at time of booking.

FELLOWS PRACTICE WEEK An opportunity for individual intensive practice during a week at Maenllwyd which will be supported by the presence of a cook and a guestmaster, but without any teacher. The retreat will be silent and disciplined but with a relaxed schedule. Effectively the participants will be undertaking solitary retreat practice, but with the meals and other practicalities already all in place so as to allow them to concentrate on practice.

MEDITATING WITH THE BIRDS Skokholm Island off the coast of SW Wales features much birdlife and this retreat will offer both outdoor meditation observing the birdlife and also indoor meditation in a small house which can accommodate only 12-15 people. The retreat fee, which *must be paid in full at the time of booking*, includes not only food and accommodation but also the cost of the ferry crossing to the island. *Leader: John Crook.*

LEADERS TRAINING RETREAT A retreat for group leaders in the WCF providing instruction through practice and discussion on how to teach meditation and run small Dharma groups. *By invitation only.*

- Retreats usually start about 7pm on the first evening. Full-length retreats finish after breakfast, shorter retreats either mid-morning or after lunch.
- Full details and directions are sent on booking.
- Please read the description of the Maenllwyd Retreat Centre on the next page.
- Note that there are further retreats at other centres listed on page 8.

Maenllwyd Retreat Centre

Maenllwyd is an old farm building, several hundred years old in parts, in a remote valley in mid-Wales. Modernisation extends only to the provision of mains water. There is no electricity, and no telephone, and no reception for mobile phones. Heat and light come from candles, lamps, fires, and gas or paraffin stoves. No one passes by except occasional local sheep farmers with their flocks. It provides an ideal environment for intensive meditation practice, which is the main emphasis of our retreats. The centre is not open to casual visitors, only for pre-booked residential retreats.



The meditation hall (Chan Hall) is kept clean and dry and warm. It is a converted barn which enjoys the benefit of a modern wood-burning stove that both keeps the hall warm and fuels the hot showers. It also boasts modern, eco-friendly, composting toilets.

Sleeping accommodation is best described as basic. The nearest equivalent is a sleeping barn as used by the YHA. Think 'tent with stone walls' and you will have the idea. Several people of the same sex sleep in close proximity, each with their own futon. Typically this will be in the eaves of one of the main buildings with the roof beams visible above. Such areas are naturally draughty and dusty and may have been visited by local wildlife such as field-mice. Heating in these areas is minimal and this requires you to have adequate warm sleeping-bags and blankets along with warm night-clothing. Autumn, Winter, and Spring can all be surprisingly cold in these Welsh hills.

The yard is a traditional farmyard, complete with a spring that turns the yard to mud in wet weather. Wellingtons or boots are advised for this area and for walks on the hillside.

Vegetarian food is cooked for us by an imaginative Zen cook, using fresh and largely organic supplies, and bread and cakes are made on the premises. Special diets can be catered for if the cook is advised in advance.

Unfortunately Maenllwyd is not suitable for wheelchair access and several other disabilities. We are preparing a disability access statement which will be published on the website when it is completed. In the meantime if you have any disability please enquire of the membership secretary before making your retreat booking, so as to check whether or not we shall be able to accommodate you.

Notes from the NBO

Arts Festival

At the final count we had approximately 35 events scattered up and down the country and I would like to thank the members of the Western Chan Fellowship who actively supported this venture, both as artists and by attending events. I have not yet done the formal assessment but my general impression is that the quality of art that has been offered was very high indeed and, for the most part, I think the artists were pleased. Having said that, the actual numbers attending events were generally not high but it would seem that the audiences that did turn up went away well pleased. If we have enabled some people to meet and make contacts that would otherwise not have been made, that is a very satisfactory outcome.

Future Meetings

There will be meeting on the **3rd December 2005** in Manchester where we will examine the meaning of ordination as a basis for spiritual practice. The **Annual General Meeting** is scheduled for the **25th March 2006**, and it will be held in London.

Help needed

The Activities Committee undertake the “housekeeping” work of the NBO and it meets four times the year, in between the Quarterly Meetings. As Secretary, my term of office will end in March and we need to find ways of reducing the workload to make it more manageable. We have an urgent need for people to take on specific tasks. In particular, we need someone who could competently take minutes at all eight meetings, and undertake to circulate them, preferably within three to four weeks of the meeting having taken place. The work is interesting, one gains a fascinating insight into the workings of numerous organisations, and the meetings are held in various locations so as to make it easier for people to attend. Having said that, they are often held in the Midlands as many of the Activities Committee members are based there. If you know of anybody who could offer to help in this way, please contact me.

Sally Masheder
sally@bristol-chan.co.uk
0117 924 8819

Other Forthcoming UK Events

York: Short Winter Sesshin January 28th – 31st 2006

Fellows and friends are invited to a four-day residential Chan Retreat in York. The retreat will offer an introduction to Chan Buddhist practice suitable for novices and more experienced practitioners, following a monastic routine of silence, early rising, exercises, talks, interviews, meditation, solitary walks and work practice. There is no charge for this event but donations to the Western Chan Fellowship will be welcomed. If you would like to attend please call Jake Lyne on 01904 628536 or email york@westernchanfellowship.org. Whilst this is a four-day retreat, we welcome participants who only wish to attend the Saturday and Sunday, providing this is agreed in advance.

There will be heating, but during this North Country retreat we shall reflect on the following from Dogen's Extensive Record (Eihei Koroku).

Dharma Hall Discourse: If this greatest cold does not penetrate into our bones, how will the fragrance of the plum blossoms pervade the entire Universe? Dogen descended from his seat.

Check for updates at: york.westernchanfellowship.org

South-East Weekend Retreats. Stuart McLeod intends to organise more weekend retreats during 2006, and there is still one event to run this year: Weekend Chan Retreat Nov 11th – 13th 2005, at Hourne Farm, Steele Cross, Crowborough, led by Hilary Richards, fee £70 (£45 concessions), apply to Stuart 01634 571659. For updates keep an eye on medwaytowns.westernchanfellowship.org.

Bristol. Event details are posted at www.bristol-chan.co.uk

Manchester. Day retreat details are posted at manchester.westernchanfellowship.org

Glastonbury. Occasional day retreats. glastonbury.westernchanfellowship.org

Gaia House: Simon Child and Hilary Richards have been invited once again to take part in the Gaia House retreat programme, leading a weekend retreat in January 2006. Gaia House can be contacted Tel 01626 333613 www.gaiahouse.co.uk

Retreats Outside UK

Poland, Lithuania: John Crook is planning a Silent Illumination retreat in Lithuania in 2006. teacher@westernchanfellowship.org Phone/Fax 01934 842231 Evenings.

New York, USA: There will be another Western Zen Retreat in New York in March 2006 – keep an eye on www.dharmadrumretreat.org

Solitary Retreats

<http://westernchanfellowship.org/solitary-retreats.html> describes several opportunities.

Free Solitary Retreats at Winterhead House

John is sometimes away abroad and during these times free 'Caretaking/House-Sitting' Retreats may be offered. If you wish to take advantage of these offers please contact John (teacher@westernchanfellowship.org Phone/Fax 01934 842231). Enquiries will be gratefully received.

Further information on Winterhead House and the facilities for solitary retreats are available here: <http://westernchanfellowship.org/winterhead.html>

Publications

Song of Mind

Master Sheng-yen has a new book available – “Song of Mind”. It follows the successful format used for several of his previous books, by taking a series of retreat talks and compiling and editing them into one volume. These talks are a commentary on the poem “Song of Mind”.

<http://westernchanfellowship.org/books-shengyen-crook.html#som>

Illuminating Silence – Available at Discount Pricing

The WCF has bought a stock of the book “Illuminating Silence” and is now able to sell it at £8.99 which is less than the cover price and also includes free UK postage and packing. This is a key book for us, including as it does the teachings at two Maenllwyd retreats with Master Sheng-yen on the method of Silent Illumination, and also other texts and retreat reports by John Crook. To order your copy (everyone should have at least one!) send payment to Jake Lyne (WCF treasurer), cheques payable to “Western Chan Fellowship”. Most local group leaders also have a stock of copies so you can purchase directly from them.

<http://westernchanfellowship.org/books-shengyen-crook.html#is>

New Chan Forum

The journal of the Western Chan Fellowship is called “New Chan Forum”. It has been published two or three issues per year since 1990 and has now reached issue 32. It is available by subscription to the printed version (send £12.00 to the membership secretary for a subscription of three issues, stating from which issue you wish your subscription to commence, cheques payable to Western Chan Fellowship), or free of charge from the website NCF page at: *<http://westernchanfellowship.org/new-chan-forum.html>*

Call for Articles and Artwork

We always welcome submissions of articles and artwork or photographs for consideration for inclusion in New Chan Forum. We don't promise to publish or even acknowledge everything that we receive, but please do send us anything you think may be of interest to others – serious critical articles, humorous items, poems, drawings, photographs, reports of events, book reviews, etc. Send articles to *editorial@WesternChanFellowship.org* or by post to John Crook. Send artwork to Simon Child.

Data Protection Notice – Please Read

The WCF maintains a computer database of our contacts, which is used for keeping you informed of Western Chan Fellowship activities, e.g. for mailings such as this one, and for notifying local group leaders of possible contacts in their vicinity.

Please notify the Membership Secretary if you do not wish your details to be kept on a computer database or if you do not want to receive any further mailings.

About the Western Chan Fellowship

The Western Chan Fellowship was formed in 1997 and registered as a charity in 1998. It was based on a network of local groups which formed following the first teaching visit to the UK in 1989 of the Venerable Chan Master Dr Sheng-yen. Chan Master Sheng-yen is the Abbot of two monasteries in Taiwan and head of the Institutes of Chung Hwa Buddhist Culture in Taiwan and New York.

Master Sheng-yen has visited the UK four times and has passed on to us a view of the Dharma (teaching) based on his experience in both the main lineages of Chan - Linji (Rinzai) and Caodong (Soto). He is a second-generation teacher in the lineage of the Great Master Hsu-yun who did so much to restore Chan to China in the early years of the 20th century. Master Sheng-yen has also trained in Japan following the tradition of Harada Roshi, from whom several lineages of American Zen are currently descended. In Japan he also received a doctorate in Buddhist studies and is today a much-respected scholar. In attempting to transmit the wisdom of Master Sheng-yen, we have a tradition on which we can rely. John Crook received Dharma transmission from Master Sheng-yen in 1993, as did Simon Child in 2000, and thus both are fully authorised teachers in the same lineages.

We are a group of lay practitioners with properly authenticated teachers. The Western Chan Fellowship retreats are supported by a number of local groups which hold periodic meetings for meditation practice and are led by certificated meditation instructors. Our evening meetings are linked to both informal local day-retreats led by the local group meditation instructors, and to more disciplined and intensive residential retreats held at Maenllwyd. An introductory retreat – the Western Zen Retreat – is recommended before participation in a full Chan retreat.

Local Groups

Affiliated Groups

Bristol Sally Masheder 0117 924 8819	Cambridge David Brown 07766 686 345
Glastonbury Ned Reiter 01458 833663	Lizard Sophie Muir 01326 221651
Manchester Simon Child 0161 761 1945	Medway Towns Stuart McLeod 01634 571659
Newcastle Emlyn Eric Johns 01559 370875	Oslo Bryn Risnes + 47 9756 3317
Stroud Alec Lawless 01453 873877	Swindon Hughie Carroll 01793 343447
York James McCarthy 01904 330977 or Jannie Mead 01904 628536	

Associated Groups

Guildford Roger Taylor 01483 202422	Cardiff Eddy Street 029 2069 1146
	Newbury Dave/Aurie McKay 01635 46139

Local Contacts

Nottingham, Hilary Richards, 0115 924 2075, nottingham@westernchanfellowship.org
South Devon, Pete Lowry, 01364 643560, southdevon@westernchanfellowship.org
Aberystwyth, Ken Jones, 01970 880603, aberystwyth@westernchanfellowship.org
London, Peter Williams, 020 78284235, london@westernchanfellowship.org
Edinburgh, Frank Tait, 01721 721146, edinburgh@westernchanfellowship.org

Contacts for New Chan Forum and the Western Chan Fellowship

WCF Secretary: Simon Child, 24 Woodgate Ave, Bury, LANCS, BL9 7RU.

Tel: 0161 761 1945, Fax: 0161 763 3221 (work). Secretary@WesternChanFellowship.org

Membership Secretary, NCF Subscriptions (£10.50 per three issues), *Retreat Bookings* Stuart McLeod, 155 Gillingham Road, Gillingham, Kent, ME7 4EP, Retreats@WesternChanFellowship.org

Chair of the WCF: Eddy Street, 19 Velindre, Whitchurch, Cardiff CF10 2TE, Tel: 029 2069 1146, Chair@WesternChanFellowship.org

Teacher of the WCF: Dr John Crook, Winterhead Hill Farm, Shipham, N. Somerset, BS25 1RS, Teacher@WesternChanFellowship.org

NCF Editor: Marian Partington, Ty Lottyn, Llawr y glyn, Caersws, Powys SY17 5RJ, Editor@WesternChanFellowship.org

WCF Treasurer: Jake Lyne, 13 Belle Vue Terrace, York, YO10 5AZ, Treasurer@WesternChanFellowship.org

Retreat Booking Arrangements

Important Information on Booking a Retreat Place:

1. Before booking be sure to understand the nature of the event: read the retreat descriptions, read the description of Maenllwyd Retreat Centre, and you may also find it helpful to read more of the information (e.g. retreat reports submitted by past retreat participants) on our website at <http://westernchanfellowship.org>

2. The retreat booking address has changed

Bookings must now be sent to Ron Henshall. Please use the new booking form (on the back page of this newsletter, and at <http://westernchanfellowship.org/retreat-booking.html>) and send it to the new bookings address.

3. Retreat fees must now be paid in full by six weeks before the retreat starts

- If you book more than six weeks ahead then you may secure your place with either full payment or a deposit of £80 (£150/\$200/€200 if applying from outside the UK).
- If you book within six weeks of the start of the retreat then you must pay in full at the time of booking.
- If your balance payment is not received by six weeks before the start of the retreat then your deposit may be forfeit and your place transferred to someone else on the waiting list.
- If after booking you find you cannot attend and give at least six weeks notice of cancellation then both your deposit and any balance/full payment will be refunded in full.

If you cancel within six weeks of the retreat, or do not turn up for the retreat, then your fees are forfeited. If we are able to refill your place from the waiting list then your balance will be refunded and only the deposit is forfeited.

These payment arrangements are to minimise wastage of places, given the limited capacity of our retreats. It is a shame when our retreats have waiting lists and we have to turn people away, only to find that we have late cancellations or 'no-shows' and those turned away could have been accepted if we had sufficient notice of non-attenders. Please give good notice if you are unable to attend.

Bursaries (Concessions) for Low or No-Waged Applicants

The WCF is a registered charity and has received donations to a bursary fund to help non-waged or low income persons to attend WCF retreats. There are a limited number of bursary places per retreat. Financial support will vary according to the applicant's needs, but typically a discount of 50% of the retreat fee is available. If you would like to apply for bursary-funded support to attend a WCF retreat please write to the membership secretary giving details of your requirements,.

Bursaries must be applied for in writing in advance of the retreat, either prior to or at the time of booking.

Please contact the treasurer if you wish to donate to the bursary fund or to other WCF projects. The WCF is a registered charity and is registered with the Inland Revenue for Gift Aid and for Payroll Giving, so if you are a tax-payer your donation can be accepted by these tax-efficient methods. <http://westernchanfellowship.org/donations.html>

RETREAT BOOKING FORM

To: Stuart McLeod
195 Gillingham Road
Gillingham
Kent
ME7 4EP

IMPORTANT NOTE: The address to the left is the NEW ADDRESS FOR BOOKINGS from 6/2/06 and **BOOKINGS SENT TO THE OLD ADDRESS MAY BE DELAYED OR LOST.**



I would like to book a place on the following retreat: Date of application:

Retreat Name	Start Date	End Date	
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My personal details are as follows [PLEASE PRINT]:

Name		Home/Contact phone no.	
Address		Mobile phone no.	
		Fax	
		Email address:	
		Sex:	M / F
		Date of Birth:	
Post Code			

Please indicate how you will be travelling to the retreat. If you tick the “Able to give a lift” box, then your contact details will be given to those people who need a lift. If you do not want your details to be given out in this way, then please tick “Need a lift” and ignore the contact list you receive. The contact list will be sent out with the final information letter about 1 month before the retreat. The origin of retreat attendees is random and no guarantee can be made that a lift will be available even if you request one.

Able to give a lift	<input type="checkbox"/>	Need a lift	<input type="checkbox"/>
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Previous retreat experience:
Special dietary requirements:
Any other requirements:

To book a retreat, complete the form and send with a deposit to the Western Chan Fellowship Membership Secretary at the address above. Applications without a deposit will not be accepted

For UK applicants the deposit is £80 (£50 if applying for a bursary).

For applicants from outside the UK the deposit is €200 or \$200 (or £150).

To secure your place the retreat fee balance must be received 6 weeks before the retreat starts. If applying within 6 weeks of the start date then send payment in full at booking. If your balance payment is not received by six weeks before the start of the retreat then your deposit may be forfeit and your place transferred to someone else on the waiting list.

The fee is non-refundable **if you cancel or change your booking within 6 weeks of the start of the retreat. If we are able to refill your cancelled place from the waiting list then only the deposit is forfeited and the balance will be refunded.**

Please make UK Sterling cheques payable to the ‘Western Chan Fellowship’. **In order to minimise bank charges for both parties, overseas applicants should send their deposit as a bank note[s] for any of the above amounts. This will be converted at the prevailing exchange rate on the day of receipt. Any risk of loss of currency in the post is your risk.**

The current version of this retreat booking form is available at:

<http://westernchanfellowship.org/retreat-booking.html>