Here are guidelines for writing up your Karuna Basic Training Compassionate Exchange (CE) Project proposal. Follow your passion! There is range and flexibility in whom you choose to work with and how you go about it. The expectation is a minimum of 5 hours of direct CE and 20 hours to write notes, meet with your mentor, and prepare your graduation presentation. Please give this form to your mentor for discussion, review and sign-off before you begin your CE sessions.

1. Your Name:
2. Your Mentor’s Name:
3. CE Project Description:

*What is your inspiration? How is this going to support and stretch you in your Karuna journey?*

1. Who are you going to work with?

*Who will the participant(s) be? How do you know them? (No names please.)*

1. Extending the Invitation, Transparency Plan:

*How will you pitch and recruit for your CE project? Consider how to describe CE and the project in non-jargon terms, and how this has benefitted you and might benefit them. Tell them that you are a beginner and not a therapist. Inform them that the meetings will be confidential and that only themes will be shared.*

1. Container:

*Where will you meet? How often will you meet?*

1. Overall Project Timeline:

*Map out the timeline for your project. We want to support you in completing this before graduation, for example:*

*Date Idea is forming and you have drafted this proposal but still open to change*

*Date Contact and discuss the proposal with your mentor*

*Date Give your mentor your proposal, both of you sign off*

*Dates Recruit for your project, get commitment(s)*

*Dates Conduct project sessions, write notes along the way*

*Dates Prepare presentation*

*Date Graduation Presentation*

1. Questions and Challenges:

*Do you have any questions or challenges you want to discuss here?*

1. Additional Support or Resources needed:

*Do you have any other support or resource needs beyond your mentor and continuity group?*

Student Signature and Date Mentor Signature and Date

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