

# Co-Host Information Sheet

*Thank you* for your interest in Co-Hosting a Jones Strain Counterstrain (SCS) Course. Being a Co-Host means sharing with the Jones Institute, the responsibilities to generate a SCS Course. Being a Co-Host in your area makes it possible for your staff and interested professionals to:

- Receive the unique training benefits of a SCS Course
  - Attain a means for continuing education credits
  - Have an opportunity to network with other career professionals
- .....and much more!

The process to Co-Host a SCS Course is simple and easily shared. A SCS Course is a three-day course that usually runs Friday through Sunday. The Jones Institute prides itself on working together with our Co-Host facility to achieve a mutually successful SCS Course. Following is an outline of SCS Course obligations by the Jones Institute and the Co-Host facility.

## Jones Institute will:



Provide qualified Instructors, Lab Assistants and/or Table Trainers



Provide each registered attendee with a course Syllabus and a Certificate of Completion. In addition, the following is supplied: A Flip Chart for SCS I, III, PP & UQ and, two Flip Charts for SCS II.



Market the course: We may do this nationally, locally, through print ads, direct mailings, on our website and on the internet.



Reimburse all receipted food expenses as described below under the Co-Host Facility section. May cover additional expenses incurred by the hosting facility relating to the course contingent upon written pre-approval from the Jones Institute.



Process registration of attendees through phone, website, mail and fax.







Apply for CEU approval in states with a mandatory pre-approval process.



Award the Co-Hosting facility a complimentary free tuition. An additional complimentary free tuition will be given after 15 registrations, 25 registrations and 35 registrations (*up to a \$1350+ value for a course size of 20*).

## Co-Host Facility Obligations:


### IMPORTANT:

-  Locally promote and get the word out about the course! Actively promote the course in your area. A flier template is provided for Co-Hosts to promote their course(s).
-  Provide a location suitable to hold a three-day lab course with 20-40 attendees with 2-3 people working at each treatment table. (2 per table is preferred.)
-  Provide treatment tables or tables with appropriate 1" padding.
-  Setup simple breakfast/snacks and beverages for scheduled breaks. A "Break Food & Beverage Recommendation & Schedule" form is provided for Co-Hosts..
  - The Jones Institute will reimburse the Co-Host up to a maximum of \$6.00 per day, per registrant, instructor(s) and lab assistant(s).
  - After the course, the Co-Host facility will submit the "Co-Host Reimbursement" form with food expense receipts to the Jones Institute for (Net 30 days) reimbursement. A form is provided to the Co-Host.
  - Any food/beverage expense that is greater than stated above will be the responsibility of the Co-Host Facility. Note: If you are required to use facility food services AND the amount will exceed what is allowed, please contact the Jones Institute to discuss. Written pre-approval is required for an expensed amount over the allowance above.

#### **General break food & beverage schedule:**

Day 1 & 2: 8:00AM - Continental Breakfast  
3:00PM - Snacks and Beverages

Day 3: 8:00AM - Continental Breakfast  
12:00PM - Snacks and Beverages

-  **AV EQUIPMENT:** A PowerPoint projector with standby computer and a screen.  
**NOTE: All SCS courses are given using Powerpoint.**

IF AVAILABLE (not absolutely necessary; nice to have) – Skeletal Piece(s):

For SCS I and Pelvic Pain courses: flexible spine with pelvis

For SCS II: a skeleton

For SCS III: a Cranial skeletal piece

#### **Provide the Jones Institute with:**

- Course Location Information: Facility Name, Room, Address, City, St & Zip Code
- U.S. Mailing Address
- United States Parcel Address
- Contact Info: Contact First and Last name, phone number and email address
- A completed Co-Host Facility Form sent to the Co-Host upon agreement of booking a course

If you have additional questions and are interested in Co-Hosting a SCS Course please complete the form on the following page and fax it back to us at your earliest convenience. Please feel free to visit our website [www.jonesinstitute.com](http://www.jonesinstitute.com) for more information about the Jones Institute. Again, we thank you for your interest and look forward to speaking with you.

Sincerely,

*The Jones Institute*

*\*Information subject to change at any time by Jones Institute.*

Dear Jones Institute,  
Yes! We are interested in Co-Hosting a Jones Institute Course. We've read the information provided and can meet the Co-Host Facility obligations. Please contact us to begin making Co-Host arrangements. Thank you.

## Co-Host Interest Fax

(Complete form -please print- and **FAX DIRECT: 253-588-1622** - NO COVER NECESSARY.)

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Co-Host Facility Name: \_\_\_\_\_

Co-Host Facility City & State: \_\_\_\_\_

What is the square feet of the available space?  How many tables do you have?

What dates are you interested in? (give at least two choices, Fri-Sun):     /     /     to     /     /     /     /     to     /     /

What SCS Course(s) are you interested in hosting?:

*NOTE: Tuition is \$695/earlybird, 30 days prior and \$745/Regular*

**CLASSIC SCS:**

- SCS I – For the Spine      SCS II – For the Extremities  
 SCS III –Cranial & Advanced Techniques  
 SCS IV – Facilitated SCS with Review  
 SCS UQ – for the Upper Quarter for PT's & OT's  
 SCS PP – Pelvic Pain

**FASCIAL SCS:**

- FCS FI – Fascial Intro      FCS VC – for the Viscera  
 FCS LV – Lymphatic-Venous      FCS AR – Arterial System  
 FCS N1 – Nervous System, Part 1  
 FCS N2 – Nervous System, Part 2  
 FCS MS1 – Muskuloskeletal System, Part 1

*(Additional costs may be incurred for fascial courses dependent upon location/registration numbers.)*

Anything else you want to ask or tell us: \_\_\_\_\_