



**PSIA - Rocky Mountain - AASI**

**Rocky Mountain Ski Instructors  
Educational Foundation**



## **SPECIAL ORDER CLINIC FORM & POLICIES**

The purpose of a special order clinic is to give our member schools access to our secret stash of talented Divisional Educators. The clinic topic and training focus is up to the member school. These clinics are non-credited events and are not intended to be existing courses we offer. PSIA-Rocky Mountain-AASI membership is not required of attendees.

Special Order clinics will not be scheduled unless the following conditions are met:

- Requests for clinics must be in writing (no phone requests) **at least 3 weeks prior to the event.**
- The RM office will cover expenses for the clinic/exam leader(s) and their lodging, if applicable.
- The cost for a special order clinic is \$450.00/day, due a minimum of **10 days** before the clinic date.
- In the event a clinic leader is not available for the dates requested, the office will suggest alternate dates.

It is the ski school's responsibility to provide the following items for a special order clinic. Please use this as a check list:

- Meeting place or meeting room must be arranged and paid for by requesting school.
- Lift tickets for a visiting Divisional Educator leading the Special Order Clinic.
- Member schools may request a clinic leader of their choice and are responsible for making those arrangements.
- All A/V equipment must be supplied by the member school if A/V is needed for the event.
- Notification/confirmation notices will **NOT** be sent out to participants by P.S.I.A. - all details are to be verified and sent to participants by the member school.
- Please submit the special order clinic request form first, at least three weeks in advance.
- Submit payment AT LEAST 10 days before the event.

When submitting your special order clinic form please make sure you've included:

- Completed special order clinic request form (this form) submitted **as least three weeks in advance** of the requested clinic date.
- Payment of \$450/day must be received in the office at least 10 days before the event date
- List of Participant names

**\*Please do not assume that your special order request is automatically granted. The office will contact you and let you know if your request has been accepted or not.**



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SPECIAL ORDER CLINIC REQUEST

Member School \_\_\_\_\_ Contact Person \_\_\_\_\_

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

Shipping Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ FAX \_\_\_\_\_

If you are using a MasterCard or Visa, please write the number below:

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Clinic Dates \_\_\_\_\_

Staffing (please note whether confirmed or tentative) \_\_\_\_\_

- Payment must be received in the PSIA-RM office ***no later than 10 working days*** prior to the event.
- Required information must include:
  1. Completed application
  2. Payment of \$450 per day
  3. Member school dues must be current
- Please fax the special order request form to (970) 879-6760