

# *Co-Host Information Sheet*

*Thank you* for your interest in Co-Hosting a Jones Institute Counterstrain (JCS) Course. Being a Co-Host means sharing with the Jones Institute, the responsibilities to generate a JCS 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 JCS 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 JCS Course is simple and easily shared. A JCS 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 JCS Course. Following is an outline of JCS 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 digital Certificate of Completion. In addition, the following is supplied: A Flip Chart for JCS I, II and III.



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 \$1490+ 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 20-50 attendees with 2-3 people working at each treatment table. (2 per table is preferred.)



Provide treatment tables or tables with appropriate 2" 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 JCS courses are given using Powerpoint.**

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

For JCS I and II courses: flexible spine with pelvis and a skeleton

For JCS 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 JCS 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

JONES COUNTERSTRAIN (JCS):

- ☐ JCS I – Upper Quarter    ☐ JCS II – Lower Quarter  
☐ JCS III –Cranial & Advanced Techniques  
☐ JCS IV – Facilitated JCS with Review

FASCIAL COUNTERSTRAIN (FCS):

- ☐ FCS FI – Fascial Introduction    ☐ 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 – Musculoskeletal System, Part 1  
☐ FCS MS2 – Musculoskeletal System, Part 2  
☐ FCS MS3 – Musculoskeletal System, Part 3

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

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