

## **Clinic Guidelines**

Consideration for Affiliate Clinic Assistance will be based on written, formal requests. Submission of the assistance request form must be received at least 90 days prior to the event. For planning purposes, the MFTHBA Promotions Committee requests proposals be submitted by March 1. Because of the volume of requests, the Promotions Committee is limiting support to one day clinics.

1. The MFTHBA will furnish the clinician and pay his/her transportation expenses (including airfare and/or mileage) and fee. The Affiliate will be responsible for supplying the clinic facility and overnight accommodation expenses for the clinician, if needed.
2. The clinic facility must accommodate a minimum of 100 people.
3. The clinic must be open to the general public.
4. No horses are to be bought or sold during the clinic.
5. The MFTHBA promotions committee will assist the Affiliate with the development of a press release for the event and in identifying regional contacts for distribution. The MFTHBA will promote the clinic through social media, email newsletters and other forms of advertising, as needed. The hosting Affiliate must reach out to local media including, but not limited to fliers and newspaper advertisements. All fliers and advertisements must include the MFTHBA logo and be approved by the promotions committee prior to distribution.
6. An Affiliate booth for distribution of Affiliate and MFTHBA materials is strongly encouraged. If available, the MFTHBA can provide the Affiliate a booth or tabletop display for use during the clinic. The MFTHBA will also provide promotional materials for attendees.
7. Following the event, a written summary, including photos, about the clinic should be sent to the Promotions Committee. Summary may be submitted electronically. A video is also requested.
8. The Affiliate **must** submit an article about the clinic for publication on the MFTHBA website.

## **Clinician Guidelines**

Once the appropriate application for a clinic has been received and approved, the MFTHBA promotions committee will select an appropriate clinician. The committee shall consider the topic selected by the Affiliate and suggestions provided by the Affiliate. The committee will make arrangements with the clinician. If an affiliate would like to extend to two days, the promotions committee can arrange with the clinician for the affiliate to pay the clinician fee for the second day.

1. Clinician cannot be a member of the MFTHBA Board of Directors, Officers or Staff.
2. Clinician must be a current member of the MFTHBA.
3. Clinician cannot promote himself/herself or his/her horses in any way or accept any income other than the fee provided by the MFTHBA to conduct the clinic. The fee will be \$350/day.
4. Clinician will be paid appropriate round trip transportation fees (airline or mileage) to the clinic destination for the time period of the clinic. The affiliate will cover housing costs for the clinician. Clinician fee covers clinician's time and meals, not to include travel time. Clinician will receive payment for his/her work upon the office receiving proper receipts authorized by the Promotions Committee.

## MFTHBA AFFILIATE CLINIC REQUEST FORM

Affiliate Name: \_\_\_\_\_ Affiliate Location: \_\_\_\_\_

### Contact Information:

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Type of event requested:

Proposed date of event:

Number of people expected:

Where would the event be held? describe the facility - send photos if possible.

Topic/Topics of interest:

Is there admission for the event? \_\_\_\_\_

Would horses be used or just video/verbal? \_\_\_\_\_

Where would the event be publicized? \_\_\_\_\_

Airport availability? \_\_\_\_\_

Will other events be held in conjunction with this event? If so please list.

Additional comments:

Please return form and any supporting documents to:

MFTHBA Promotions Committee

PO Box 1027, Ava, MO 65608

Or by email to [newsletter@mftthba.com](mailto:newsletter@mftthba.com)