



PROFESSIONAL SKI INSTRUCTORS OF AMERICA
EASTERN DIVISION



AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS

A DIVISION OF THE AMERICAN SNOWSPORTS EDUCATION ASSOCIATION

2011-2012

2-DAY ADAPTIVE IN-HOUSE EDUCATIONAL EVENT

A customized offering for Eastern Adaptive snowsports schools and adaptive programs - at your resort, on your time-schedule... just what you asked for!

- ❖ Our **2-Day Adaptive In-House Educational Event** serves the educational needs of both PSIA-E members and non-members at your schools.
- ❖ PSIA-E members attending this 2-day educational event can be credited with their required PSIA-E educational update. **Both days MUST be attended to obtain educational credit.**

Includes:

- √ Two full days of Adaptive snowsports education.
- √ Delivered by a member of the PSIA-E Adaptive Education Staff.

Requirements:

- √ Maximum group size of 10 (members and/or non-members).
- √ All 2-day Adaptive In-House Educational Events are on-snow and run approximately 9AM-4PM.
- √ Events must be scheduled directly with the PSIA-E office at least three weeks in advance of the desired dates.

Cost and Payment Information:

- √ \$1,300 (\$1,100) per group per event inclusive of all normal PSIA-E Ed Staff travel and lodging expenses.
- √ If there will be more than 10 participants, therefore more than one Ed staff member required; the cost will be \$1,300 per group/Ed staff member. (See Burbridge Scholarship Information below.)
- √ If air transportation is required, reimbursements for airfare costs are applicable in addition to the \$1,300.

PSIA-E Education Foundation - Burbridge Scholarship Opportunity

- √ The Burbridge Scholarship Fund and its sponsors have generously committed to assist adaptive education in the Eastern Region by providing \$200 toward one 2-day Adaptive In-House Educational Event per school held during the season. This donation brings your cost to hold one of these events to \$1,100. If an individual school schedules more than one 2-day event during the season, the standard pricing of \$1,300 will apply to the second event.

Other Requirements:

- On each day of your event, all attendees (member or non-member) must sign-in and provide their name and other required information on a roster form which the assigned Ed Staff member will provide. For PSIA-E members receiving educational credits, the Ed Staff member will mail the completed roster to the office at the conclusion of the event. Educational credits will be applied to attendee members of all 2010-11 update events at the conclusion of the season.
- This event may NOT be run as a Level 1 exam. If you are interested in holding a Level 1 exam, please reference the In-House Level 1 Information (on the SSD Help Desk page of our website)
- Non-credit 1-day consulting days can be scheduled with Candace Charles; 518-452-6095 X111
- These events will not be discounted for any reason.

STEP 1: HOW TO SCHEDULE A 2-DAY ADAPTIVE IN-HOUSE EDUCATIONAL EVENT AT YOUR RESORT:

Submit the attached request form as far ahead of your desired date(s) as possible and at least three weeks before. We must receive your Request Form in order for your potential consulting day to be considered for scheduling. Once we receive your Request Form, you will be contacted to discuss and confirm all of the details to meet your needs. Send your completed form via fax to Candace at (518) 452-6099 or email to ccharles@psia-e.org.

STEP 2: WHAT HAPPENS NEXT?

After your request has been submitted, reviewed, and approved for scheduling; the PSIA-E/ AASI Office will provide you with all of the information necessary for your school to move forward with your event.

We can accept payments by check or credit card (Visa, MC, and Discover).

REQUEST FORM - 2-DAY ADAPTIVE IN-HOUSE EDUCATIONAL EVENT



Mail completed form to:
Candace Charles
PSIA-E/AASI
1-A Lincoln Ave.
Albany, NY 12205-4907

Questions?
(518) 452-6095 x107
Fax to: 518-452-6099
Email to: ccharles@psia-e.org



School/Adaptive Program Name: _____ Today's Date: _____

Person Requesting Event _____
Name Title

Business Phone Home or Cell Phone E-mail

Alternative Contact/Administrator _____
Name Business Phone E-mail

To be held at (name of resort): _____

Resort Contact* _____
Name Business Phone E-mail

* If your adaptive program is a separate entity from the hosting resort, please provide us with the name and contact information of the person who has approved your program's use of the resort facilities for this event. Thank you.

Please check your preferred method of payment:

1. Please invoice me for this event. We will remit with a resort check. _____

2. We will provide a credit card (Visa, Mastercard or Discover preferred) which can be charged for this event. _____

Notes: **Maximum group size is 10. Sorry, no exceptions.**
If different dates for different groups/topics, please submit two forms – one for each date

Dates (2-days) Requested _____
(Please write in days of week and dates
ie Mon/Tues, Dec 17/18) First Choice _____
Please provide an alternate date if first is not available _____

Which Adaptive Specialty: VII/DD Mono/Bi 3 / 4 Track Skiing Adaptive Snowboard

Other Content/Topic Specific Requests:
(e.g. Exam Prep or other specifics that will assist us to understand your specific need - such as specific topics for each group, etc)

How many groups are you planning/requesting on this date? _____

Therefore, number of Participants Anticipated*: _____
*Maximum group size for these events is 10 (members and/or non-members) Sorry, no exceptions.

Other Important Information and Special Requests: _____

For Office Use Only:
Date Request Received: _____ Date Confirmed: _____
Assigned Staff _____
Consultant(s) (Name/confirmation check): _____

Invoice #: _____ Date of Invoice: _____ Date Payment Received: _____