



## COLORADO INSTITUTE OF MASSAGE THERAPY

### ON-SITE STUDENT MASSAGE THERAPY INFORMATION

*Your Partner in Health, Wellness & Education*

#### **Requests:**

Thank you for requesting our Student Massage Therapists. Our on-site massage and sports massage events have become overwhelmingly popular and highly requested over the past thirty years. Because of the popularity of CIMT's community massage program, we must review and carefully consider all requests before we approve them. We look for win-win situations that we feel would best benefit the students, the school, and the organization with which we are participating. We try our best not to overbook events to avoid disappointing anyone by not having students sign up. CIMT limits organizations to one event per calendar year. Ongoing events or special situations may be arranged with the coordinator for an additional fee \$10 per event. Additionally we request that one entry fee will be compensated for a CIMT participant, with the intent to gain excitement and familiarity with the event and also to create a relationship with CIMT and the event organization.

Requests for student events need to be submitted **a minimum of 21 days prior** to the event. **Each event requires a minimum of 2 hours and does not exceed 4 hours. Our students will take a 10-15 minutes break every 2 or 3 hours of their shift. We do not send our students to events held at a residential address.**

#### **Procedure:**

We are pleased to announce that our school is an accredited institution. In order to be compliant with our accredited status, we adhere to the following policies and procedures for processing on-site student massage requests. Each on-site student massage event will be supervised by a Licensed Massage Therapist (LMT).

Step 1: Complete the request form, return it to us by mail, e-mail or fax.

Step 2: We will notify you once your event is approved or denied. We will not be able to approve and fulfill your request if we are unable to find a RMT to supervise your event.

Step 3: Upon approval, all fees must be paid in full before we can post the event for students to sign up.

Step 4: We will contact you within a week prior to the event to confirm the number of students.

#### **Fees:**

##### **Effective Jan. 01, 2018**

Administration fee per event:

\$30 for businesses

\$10 for non-profit organizations and schools

#### **PLUS:**

##### **Effective Jan. 01, 2018**

\$16 per hour for Instructor/Supervisor **with an additional \$8.00 charge for set up and take down time for instructor. (this will include 15min prior to and after the event scheduled time)**

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Phone: (719) 634-7347    Toll Free: (888)634-7347    Fax: (719)447-9198

Web: [www.cimt.edu](http://www.cimt.edu)    Email: [info@cimt.edu](mailto:info@cimt.edu) or [SAM@cimt.edu](mailto:SAM@cimt.edu)

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These fees cover the cost of the equipment, the personnel required to coordinate this program and our costs for the Instructor. These fees need to be received by CIMT prior to the posting of the event. The fees will be refunded if no students attend your event.

Credit card payments can be called in to CIMT at (719) 634-7347 ext. 0.

Please make checks payable to CIMT (and note on the memo line "Sports and Marketing").

Mail to: CIMT Attn: Sports and Marketing  
1490 West Fillmore St.  
Colorado Springs, CO 80904

### **Posting and Sign-Ups:**

Upon approval, CIMT posts available events to the students a minimum of two weeks before the scheduled date. CIMT **CANNOT GUARANTEE** that students will sign up for an event. The students must accumulate a certain number of outside hours during the year to complete our program, and they have the opportunity to choose from several options. Students sign up for events voluntarily and according to the student's individual interests and schedule availability. If your organization needs to guarantee a booking, we can provide a Professional Massage Therapist in your area for a fee of \$50 per hour. Call us for details.

### **Attendance:**

CIMT **CANNOT GUARANTEE** attendance of students at an event, even after sign-ups are complete. CIMT ensures that students have all the information and materials they need. They are obligated to attend the event after signing up or they incur penalties. However, it is beyond the control of CIMT if the students fail to follow up with their commitment. The administration fee will be refunded if no students attend your event. We would be happy to attempt to provide students at another time if you would like.

### **Confirmation:**

CIMT attempts to call your organization's contact person within one week prior to the event to confirm the number of students signed up at that time. If the event is pulled for lack of sign-ups, we will attempt to notify your organization three days before the event date.

### **Gratuity:**

Students may accept a small gratuity up to a maximum of \$5 from each client. Gratuities are appreciated but never required or expected.

### **Contact Person Onsite:**

CIMT requires that a "representative in charge" from your organization be on-site and available at all times during the event to answer questions or assist our students. **We suggest that you do not have massage appointments prearranged for the student therapists to allow for flexibility on the day of the event.**

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### **Our Goals For On-Site Events:**

**MARKETING:** Please understand that this is a marketing opportunity for CIMT's program. We do not profit from these events and they do take time and money to organize. Our ultimate goal is to give our students marketing and massage experience while introducing massage therapy to the public. We appreciate any help you may give us in these areas in the form of inclusion in advertising or announcements.

**EDUCATIONAL EXPERIENCE:** The students are required to perform a certain number of outside hours to complete our program. They choose from available events, and sign up according to their personal interests and schedule availability. Constructive feedback to the students is always encouraged and welcomed, as they are gathering experience. During the event, the students attempt to keep the massages around 10 – 15 minutes, depending upon demand.

### **CIMT Contact Information:**

Sports and Marketing Coordinator  
Colorado Institute of Massage Therapy  
Phone (719) 634-7347 ext. 111 Fax (719) 447-9198  
e-mail: SAM@cimt.edu

**Colorado Institute of Massage Therapy** - Who are we? CIMT was founded in 1985 in Manitou Springs, Colorado. We are a nationally recognized and accredited massage therapy program. Our 850 hour, medically based Neuromuscular Therapy training takes most of our students one year to complete. Our graduates go on to own their own clinics, wellness centers, day spas or work in physical therapy offices, chiropractic clinics, health clubs or spas in the resort industry. CIMT does not measure its success on the basis of its students but on the success of its graduates.

**The Health Network** – Our vision is to promote health, wellness and education in the Pikes Peak region. Our network provides the public with a wide array of health products and services at an affordable price. Our Health Network members receive discounts for student and professional massages, and discounts with other health care providers and merchants. For more information phone (719) 634-7347 ext. 111 or visit our web site at: [www.cimt.edu](http://www.cimt.edu)

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### Request Form for On-Site Student Massage

Please submit a fax or an e-mail request with the following information to us, to review for availability, and we will contact you within one week. Fax 719-447-9198, email: SAM@cimt.edu. Incomplete requests cannot be posted. **We require payment before we can post an event for students to sign up.**

1. Name of the organization requesting the event AND the name of the event:
2. Are you a non-profit Organization?
3. Organization's contact name and phone number.
4. Contact person and phone number on the day of the event, at the event location.
4. Date and time of event. (Start & End time)                      2a. Race start time? (for sporting events)
5. Number of people expected to attend the event.
6. Number of students requested: \_\_\_\_\_ (generally 1, 2 or 3, with the exception being sporting events).
7. A summary of what the event is about.
8. Address with **clear written** directions to the event (from Fillmore and I-25) in Colorado Springs.
9. Parking Information.
10. Where students should set up massage chairs or tables.

I have read and understand the information on the previous pages. **I understand that this is not a contract guaranteeing students to attend the event.** CIMT will do their best to provide students for this event according to CIMT policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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