

# CLINIC ORGANIZATION GUIDELINES

## 1. Preparation

- a. Know your budget
- b. Clinician selection
  1. Make sure your choice of clinician is agreeable to do the clinic.
  2. Notify the Chairman of your selection, the subject, the date, and a cost estimate.
  3. See to the clinician's needs.
    - a. Props: slide projector, microphone, chalk board, horse, etc.
    - b. Transportation
    - c. Accommodations
  4. Waiver, if services volunteered (insurance necessity).
- c. Site
  1. Secure a site for the date(s) of the clinic.
  2. Restroom facilities.
  3. Tables & chairs, bleachers.
- d. Refreshments
  1. Catering: preferably volunteer groups (4H, Scouts, etc)
  2. Proximity of restaurants.
- e. Video
  1. Check into video taping the clinic.
  2. Get the clinician's permission.
- f. Cost
  1. Notify the Chairman of total expenses for a decision on the registration charge.
- g. Flyers
  1. Should be sent out to the Flyer Circulation Coordinator (FCC) for distribution at least 5 weeks prior to the clinic.
  2. Contents: Clinician/Subject title  
Date(s) and time(s)  
Cost  
Location: good directions with a map if necessary  
A brief description of clinic subject  
Clinician credits and/or brief history
- h. Chairman should be updated on progress and/or problems.

## 2. Registration

- a. Provide name tags to all attendees.
- b. Record of attendance (sign-in sheet).
- c. Receipts available if a charge is required.
- d. Forms
  1. Membership applications.
  2. Clinic Attendance Verification\*
  3. Clinic Evaluation\*
  4. Waivers, if necessary due to hands-on activity.
- e. FAWS Information Brochures
- f. Collection of money
  1. Clinic fee
  2. Dues

## 3. Accounting

- a. If money is needed up front for anything get in touch with the Chairman

- b. Fill out the "Clinic Financial Report" and return to the Treasurer along with the registration material, bills, and income.
- c. Be sure to enclose all receipts on items you have paid for to insure full reimbursement.

4. "Thanks"

- a. Make sure the appropriate people are sent "thank you" notes.

5. Report

- a. Present a written report of the clinic to the Newsletter Editor for publication in the next issue of the Newsletter.
- b. Contents
  - 1. Highlights of the presentation.
  - 2. Credit and thanks to participants and sponsors.

\* optional forms available to attendees