



180 Jackson Plaza
Suite 100
Ann Arbor, MI 48103
Phone: 734-677-4430
Fax: 734-677-4520
Email: outreach@aaimt.edu

Outreach Request Form

CONTACT INFORMATION

Organization: _____
Coordinator: _____ Email: _____
Phone Number: _____ Fax Number: _____
Address of Organization: _____

EVENT INFORMATION

Date(s) of Event: _____
Please remember, dates that do not allow for at least
4 weeks notice will not be considered.

Category (Check all that apply):
 Non-Profit Sports Medical
 Educational Health Awareness

Time of Event: _____

Number of Recipients: _____

Type (check one or both): Chair Table

Address: _____

Description of Event (Please detail what you Organization is and how it falls into the categories checked above):

AAIMT community outreach is designed for the benefit of nonprofit agencies, medical establishments, education environments, health awareness and sports events. Ongoing outreaches are also available for those who qualify. All requests are reviewed by the school Director. All donations are appreciated and are placed into a scholarship fund. All participating students and faculty shall abide by the AAIMT dress code (www.aaimt.edu/outreach.html)

PLEASE NOTE: There are no guarantees for student sign-up. We do not assign our students to Outreach events; it is entirely voluntary on their part as to what they choose to attend.

I, the Event Coordinator, have read and understand the requirements and will abide by the rules of the AAIMT Outreach program.

Signature: _____

Date: _____

AAIMT USE ONLY

Approved by: _____

Date: _____



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Community Outreach Program Agreement

This agreement made and entered into on this _____ day of _____, 20____, by and between Ann Arbor Institute of Massage Therapy, (hereinafter, the "School") and _____ (hereinafter, the "Outreach.")

The School is the operator of a duly licensed and qualified school, located at 180 Jackson Plaza, Suite 100, Ann Arbor, Michigan, 48103; for the purpose of providing Massage Therapy education for the benefit of the students and for the community needs; and,

The Outreach is located at _____ and the event date _____, for the purpose providing a community outreach opportunity for massage therapy students to practice massage skills, and,

The School has offered to provide massage therapy services to the Outreach pre-screened participants in the form of massage therapy services, and,

The parties have agreed upon terms and conditions under which the School shall provide massage therapy services to the Outreach and further desire to define such terms and conditions in its writing:

In consideration of the mutual covenants and agreements hereinafter exchanged, and for other good and valuable consideration, it is understood and agreed as follows:

1. The School shall provide massage therapy services to the Outreach at the contracted facility, day(s) and hour(s) listed on Exhibit A, attached. Requests for changes in the requirements listed on Exhibit A may be initiated by either party, but must be approved in writing by the School's Director and/or Administrator, and the Outreach duly appointed representative.
2. All services provided by the School shall be in accordance with the standards of care set by the American Massage Therapy Association.
3. The School shall not allow, and shall instruct, its students and faculty not to give medical advice to recipients of massage. The School shall further instruct its students and faculty to refer all medical and/or therapeutic questions and concerns of the participants to their physician and/or health care provider.
4. If requested by Outreach, the School shall provide to the Outreach a certificate that verifies professional liability insurance coverage in the amount of \$2,000,000.00 which shall cover students and faculty at all times when they are rendering care at the Outreach.
5. The Outreach shall designate a staff member to be responsible for medical screening of all those to receive massage, making sure that massage is safe for each individual to receive. NO EXCEPTIONS.
6. This is a community outreach volunteer service designed to bring massage therapy awareness and education to the community. This is a free service and there may be no charges/profits from it for the Outreach. Any charges involved must be negotiated with the school prior to signing this agreement and will be for the sole purpose of supporting the School's Student Scholarship Fund.
7. The School agrees to indemnify, hold harmless, save and defend the Outreach from and against any and all claims, liens and liability resulting from or arising out of or in connection with any activities of its student or faculty under this agreement.

8. The School is responsible for advising the assigned students and School faculty members that they must conform to the Outreach's applicable by-laws, rules and regulations, Code of Ethics, the Outreach mission, philosophy, and values, at all times during their clinical experience at the Outreach.
9. Children: AAIMT does massage children. We define children as young people between 4 and 18 years of age. However we must have informed consent from the parents or legal guardians. Parent(s)/legal guardian(s) must be present during the pre-massage interview and be available to assist during the massage. This means the parent(s) /legal guardian(s) needs to be close by or in the massage area while the massage is going on. Children are required to wear underpants/briefs during the massage. The massage session is usually 30 to 45 minutes for children. There are no exceptions.
10. Disabilities: Clients with disabilities need to be assessed before every massage. They also need to obtain written medical clearance or approval from the medical community. We must keep a copy of the written approval in the client's file. We do not move or lift clients from wheelchairs or other equipment. A disabled client must be able to move themselves or provide an aide to do the transfer to the massage table. The aide must be available during the massage to assist the client and/or massage therapist.
11. During the course of a student's clinical experience at the Outreach, the student shall remain subject to the authority, policies and regulations of the School and during periods of clinical assignment all of the rules, regulations and ethical codes imposed by the Outreach; however, the Outreach retains the unilateral rights to terminate immediately the clinical assignment of any student.
12. The School shall be responsible for the conduct of its students and faculty while they are at the Outreach. Each student will wear a School name badge at all times while on the Outreach premises.
13. The Outreach shall designate a staff member to serve as liaison to the School's students and faculty. The School's students and faculty shall report to the Outreach liaison/supervisor. This supervisor agrees to uphold the School's dress code policy (see attached), punctuality policies (also see attached) and professionalism. Further, the Outreach agrees that should any student be in violation of these policies, the outreach representative will send said student home and call the School to inform the Administration of the problem.
14. The Outreach and the School each represent, by their execution of this Agreement that this Agreement and Affiliation conforms to each party's respective governing by-laws.
15. Neither party will discriminate against any student on the basis of race, creed, color, sex, national origin, sexual orientation; handicap or status as a veteran if the student is otherwise qualified to participate in clinical instruction.
16. The term of this agreement shall be from _____ to _____. Either party may terminate this agreement at any time upon 7 days notice to the other.
17. This agreement shall be subject to and governed by the laws of the State of Michigan.

In witness thereof, the parties have executed this agreement by their duly authorized officers the day and year first above written.

 Outreach Representative or Contact Person

 Ann Arbor Institute of Massage Therapy
 Phone: 734-677-4430
 Fax: 734-677-4520

 Rep/Contact's phone number

 Date