

# Associated Reflexologists of Colorado

May 2010

The mission of ARC is to advance Reflexology as a profession and to assist Reflexologists in becoming more effective through continuing education and sharing in both Reflexology theory and practical techniques.

## Spring Quarterly Membership Meeting Tuesday, May 11, 2010

5:30-6:00 pm: Potluck Dinner

6:00-7:00 pm: Business Meeting

7:00 pm: ARC Presents... **OUR MEMBERS!**



This month we'll focus our meeting on meeting and greeting our ARC members. We'll do exchanges, and most importantly this is election time, which we encourage everyone to participate in. Enclosed in this newsletter are the election ballots if you can not make it to the meeting.

Location: Old Hampden Holistic Center, 3501 S. Corona Street, Suite # 1 303-341-4384  
SW corner of Old Hampden & Corona near Swedish Hospital. Old Hampden is one block north of 285 (Hampden).

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## Associated Reflexologists of Colorado Community Meeting Agenda Tuesday, May 11, 2010 6:00 p.m.

- ELECTIONS!
- Sign-up Sheet for ARCB Accreditation
- Meet and Greet: New Members/Visitors
- Reminder: June Membership Expiration
- Reflexology Exchange Day
- RAA 2010 Conference
- New Business

**RAA  
CONFERENCE**

**MAY 14-16, 2010**

**LA FUMA CHAIRS  
NEEDED!!!**

**Please contact:**

**Adrienne Fahey**  
**ThreeFaheys@aol.com**

## President's Message by Tambria Leland

### ARC Board of Directors

#### Tambria Leland

President

lelandtm@hotmail.com

#### Carol Mates

Vice President

carolmates@comcast.net

#### Marcia Franks

Treasurer

frantr@comcast.net

#### Mindy McKinney

Recording Secretary

mindymckinney@msn.com

#### LaShay Canady

Membership Secretary

reflexology@thebossgrp.com

#### Marie T. Koepke

Newsletter Editor

mtnamrie@yahoo.com



Happy Spring to Everyone!!!

We have an exciting month of May coming up and then hopefully a nice relaxing summer. The RAA conference that we have been talking about for the last two years will finally arrive on May 14-16th. Thank you to everyone who is volunteering either time or chairs to the event, your assistance is greatly appreciated.

Board elections are also coming up in our quarterly May meeting on May 11th. Elizabeth Heard has graciously accepted the nomination for President of ARC and I believe that she will do a wonderful job. We would like to get as many people to the meeting as possible to vote as we will also be voting for the Vice President and Membership Secretary positions (there are brief descriptions of the job duties listed in this newsletter).

As I write this president's message, I look back on all we have accomplished the last two years. We have revised the ARC website, we have started actively participating in World Reflexology Week, we have set up ARC logo merchandise at Café Press, we have held a reflexol-

This would be a five to six hour event on a Saturday or Sunday that people could round-robin in and out of in hour sessions of giving two 10-15 minute trades and receiving two 10-15 minute trades from different members. We are looking into places in southern Denver down to Monument/Castle Rock to have a change of pace. If anyone has any ideas, please bring them to the May 11<sup>th</sup> meeting or e-mail them to me (listed below).

I would also like to thank all of the members of the board for their outstanding work over the last two years. Carol, Marcia, Mindy, LaShay and Adrienne, all of you have been awesome and I feel privileged to have worked with you. To the RAA delegates, newsletter editors and committee chairs, thank you all for your enthusiasm and support as well (Beth Schroeder, Elizabeth Heard, Marie Koepke, Suzanne Janssen, Todd Richter, and Rachel Lord). And finally to all of the membership of the ARC community, it has been fabulous having all of your support and encouragement during this time as well. I know that this group will continue to grow and prosper and I look forward to all of the wonderful things to come in the future.

Thank you all and have a wonderful Spring/Summer!

Tambria Leland, ARC President

**ARC is affiliated with the Reflexology Association of America.**

**ARC and RAA Membership applications are available at [www.reflexology-colorado.org](http://www.reflexology-colorado.org) or by emailing LaShay Canady at [reflexology@thebossgrp.com](mailto:reflexology@thebossgrp.com).**

## 2010 ARC Minutes by Mindy McKinney

### Meeting Date: Tuesday, April 13, 2010

#### ARC Meeting Date: February 9, 2010

President Tambria Leland called the meeting to order at 6 PM. Members were greeted and one visitor, Susan Wong, was welcomed to the group.

#### Old Business:

Café Press: Tambria has set up items for purchase with ARC's logo—T-shirts, hoodies, mugs—to name a few. Individuals can go to [www.cafepress.com/ARC\\_reflexology](http://www.cafepress.com/ARC_reflexology) to order and pay on their own; there is no cost to ARC.

#### New Business:

Elections for the following board positions will be held at the quarterly meeting in May: President, Vice President, and Membership Secretary. Marcia and Mindy will remain in their positions as Treasurer and Recording Secretary, respectively.

World Reflexology Week: Held in late September. Since we will only have two more meetings before then, we need to start thinking about ideas to promote reflexology for this event. We will probably set up chairs at The Shining Lotus again, since we had such a positive response there last year. Looking for additional ideas.

People's Fair: Wendi Humphries informed the group that the event would be held this year in Denver on June 5 & 6. She sent around a sign-up sheet, looking to fill 4 ½ hour time slots. Volunteers have made approximately \$22/hour in the past.

Newsletter: Co-editor, Marie Koepke, proposed having a newsletter team comprised of a co-editor, advertising editor, and website editor. She suggests reducing the number of pages to cut printing costs. Elizabeth Heard offered to help Marie with proofreading and website issues. (The website is controlled by ARC; we don't use a webmaster anymore.)

Newsletter Advertising: Marie Koepke will propose advertising guidelines for members and non-members regarding classified ads, continuing education classes, etc. She'll put this proposal in the next newsletter and once finalized, the guidelines will go into ARC's Policy & Procedure Manual. Currently our advertising prices for members or non-members are: \$10 for business card size; \$15 quarter page; \$20 half page; \$30 full page.

#### Unfinished Work:

RAA Conference: May 14-16 at the Inverness Hotel. Cost is \$375 for RAA members or \$400 for non-members. A Leadership Training workshop will be held on Thursday, May 13, from 9-12, for anyone wishing to learn organiza-

tion and leadership skills. The cost is \$30. Visit <http://Reflexology-USA.org> for more information or to register. Continuing Education certificates will be given.

#### Todd Richter's Volunteer Committee Update:

- Volunteers should not have a problem attending any of the conference workshops/presentations.
- Todd sent around a sign-up sheet for "general" volunteers, i.e., helping with raffle, speakers, vendors, registration—no specifics yet.
- He also sent around a sign-up sheet for people willing to bring chairs/tables for trades on Friday and Saturday. At this point, RAA is requesting 80 chairs/tables.
- Todd has a list of people who've registered and will be calling them to ask for volunteer help/chairs.
- Raffle: Vendors will be contributing. ARC is welcome to donate to the raffle.
- Awards Ceremony: RAA will be accepting award nominations.
- Vendors can rent tables to sell their products--\$225 for a 6-foot table. March 10 is the deadline to fill out a vendor application. Todd will talk to the staff at the Inverness and the RAA board about security for the vendor tables during the conference.

Volunteer Meeting: Todd will hold a meeting at his office on Tuesday, April 20, at 7 PM for all volunteers in order to coordinate and handle last-minute items. Please conference call in if you can't be there in person.

#### Announcements:

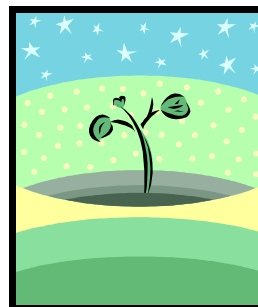
Elizabeth Heard, RAA Delegate, said that the RAA Education Committee is working with ARCB to see what they need to work on.

The ARCB yearly certification test will be held in Denver on Wed., May 12, just prior to the RAA Conference. Contact Rachel Lord at Just for Health for more information.

#### Classes:

Isabelle Hutton – Reflexology class  
Beth Schroeder – Aromatherapy class  
Rachel Lord – ARCB Review class  
Marie Koepke – announcing Facial Reflexology class

**Submitted By: Mindy McKinney, Recording Sec.**



**ARC MEMBER NEWS**

**2010-2011 Membership Drive**

The ARC membership drive for 2010-2011 will begin in June 2010

Please don't forget to renew your support for the coming year. You may complete the application on page 11 or renew online at [www.reflexology-colorado.org](http://www.reflexology-colorado.org).

**ATTENTION MEMBERS!!!**

THE ARC WEBSITE HAS RECENTLY UNDERGONE SOME EXCITING CHANGES. IF YOU HAVEN'T LOOKED LATELY, PLEASE GO TO [WWW.REFLEXOLOGY-COLORADO.ORG](http://WWW.REFLEXOLOGY-COLORADO.ORG)

Website Update: If your information is incorrect let us know. E-mail LaShay or Marcia at:  
[Lashay@reflexology-colorado.org](mailto:Lashay@reflexology-colorado.org)  
[Marcia@reflexology-colorado.org](mailto:Marcia@reflexology-colorado.org)

New Member Feature: You may submit a photo in the Member Directory area! To do this, just send a .jpeg image as an attachment to an e-mail to one of the addresses above. We will enter it next to your information.

Remember: If your information is wrong, ARC won't be able to find you, and perhaps even more importantly, *CLIENTS*, if you're listed on the website!

When your membership comes due **JUNE 30**, complete the membership application. Highlight any changes from the previous year.

**- Marcia Franks  
ARC Treasurer**

**ARC Financial Statement 2010**

ending March 2010			
Balance forward 2009			4367.94
<b>Income</b>			
Membership	230.00		
		230.00	230.00
			4597.94
<b>Outflows</b>			
Bond	100.00		
Reinbersible Expenses	11.55		
RAA membership forward	75.00		
Overpayment	5.00		
Newsletter	102.61		
Meeting Room	80.00		
Speaker	50.00		
Liability Insurance	199.00		
		623.16	623.16
Balance on Hand			3974.78

Reconciles with bank statement

## RAA CONFERENCE and NEWS

### RAA National Conference Reflexology: Stepping Up to New Heights

May 14-16, 2010  
Denver - Colorado

- We are “stepping up to new heights” in business, education and the future of what Reflexology holds for our profession.
- Keynote speakers on providing scientific and professional tangible tools to promote Reflexology
- Breakout sessions on enhancing the Art & Science of Reflexology
- Vendors
- Reflexology trade sessions
- Relax & Rejuvenate spa room



For more information and how to get involved, contact the Conference Committee [RAAConf2010@reflexology-usa.org](mailto:RAAConf2010@reflexology-usa.org)

### RAA Membership Information Membership year begins in July

*Consider belonging to the National Association of Reflexology which provides you with:*

- *National Advertising and promotional benefits*
- *An active, hands on website, serving members and over 15,000 visitors per month*
- *Client referrals*
- *A new web site opportunity: a personal page. A page where a practitioner, school, office or state association can detail their services, meetings education and activities.*
- *An informative quarterly magazine*
- *A strong leadership voice within the national and international reflexology community*
- *Discounted fees to the national conference*
- *Access to time sensitive issues, such as pending legislation, insurance acceptance and government reports*
- *A unified affiliation of practitioners, state and national associations*
- *An informed voice speaking on behalf of reflexology locally and nationally to powerful communities such as the National Institutes of Health (NIH) including the National Center for Complementary Alternative Medicine (NCCAM).*



## ARC MEMBER'S FANTASTIC FEAT by Adrienne L. Fahey



What do acting and reflexology have in common? Elizabeth Heard, that's what! Elizabeth, an ARC member since 2007 and one of ARC's RAA delegates, recently performed in a musical entitled *The Enlightenment, A Musical in 12 Steps* at the Cleo

Parker Robinson Theatre in March. The five performances were produced through the efforts of the Center for Spiritual Living Denver and the Gay and Lesbian Fund for Colorado. The musical is set in modern times and takes place at a 12-step program in Anywhere, USA. Elizabeth portrayed one of eight central characters who are struggling with alcohol addiction and how they each come to terms with it. Each character's story is told through dialogue, dance, and music. The play is one involving each character's evolution from victimization to empowerment. It is a very life-affirming play that depicts "the strength of the human soul, the calling of freedom, and the power of choosing to change."

Elizabeth's character, Eddie/Edwina, suffers from guilt brought about by the death of her twin, Eddie. Edwina has taken on Eddie's looks and mannerisms in order to keep his memory alive. She starts out the play looking very masculine (mustache and all!) but reveals her true identity at the end. Through the process of self-discovery, Edwina realizes that she can be herself and still hold on to her brother's memory, minus the guilt and anger.

My husband and I attended the March 6th performance of this play and thoroughly enjoyed ourselves. We found all of the characters to be endearing, and the play was abundantly peppered with good humor and catchy music. After the play, I interviewed Elizabeth:

**Q. Tell us about your audition for *The Enlightenment* and how you got the part of Eddie/Edwina.**

A. It is a miracle "supposed to happen story" really. I had signed up for an audition notice called Talent 6 and then 4 weeks later I cancelled my membership thinking it was not fruitful; however, they kept sending me notices. One night I got an email for "The Enlightenment" for a choir part and that night was the final audition. I decided even without resume, head shot or a CD to sing to, that I would give it my best shot. The worst that could happen is that they would not like me, right? Turns out that they had not found anyone suitable for Eddie/Edwina and they loved my singing voice and monologue. So they excitedly offered me the part. Talk about Destiny!

**Q. I understand that you've had several other acting roles, namely as an Egyptian Queen at the Buell Theatre and as Mary, the mother of Jesus, at the Boettcher Concert Hall. Can you tell us a little bit about those roles?**

A. The other roles that I have played were as part of a church program over a span of 12 years. All amateur roles

but the crowd always loved the performance! I had to adopt an accent for the Egyptian role, and got to wear a pregnancy suit for the role of Mary in which I sang a solo. A young girl asked me for my autograph because the song had touched her heart so. That was so sweet of her! I dream of impacting millions in the same way!

**Q. What is the most demanding role you've ever played? What about the strangest?**

A. Definitely Eddie/Edwina, my current role. It requires that I be angry for most of the show and then surrendered at the end! Angry is not something I am very often. So it has stretched me in many ways. It is also the strangest because I transition from Eddie to Edwina on stage in front of the audience!

**Q. When did you first develop an interest in performing? How long have you been performing on stage?**

A. It all began when I saw "The Sound of Music" at three years old. I couldn't stop singing. I never stopped! I have been on stage performing since I was eight years old. It truly is a deep passion for me. I believe I can make the world a better place through my performance's and that is what I strive for daily!

**Q. You have an excellent singing voice. Have you had any professional singing, coaching and/or acting lessons or does your talent just come naturally?**

A. Thank you for the beautiful compliment! I have not had formal training in either area. It is something that is within I suppose. I would enjoy some formal training in both areas so I can be my very best! But for now, I use the talent and skill naturally within me to the best of my ability.

**Q. Tell us a little bit about your personal life. Are you married? Do you have any children?**

A. Surely. I am divorced, single, and have two beautiful daughters, ages 18 and 20. Both pretty, grown, and out of the house (well college is out of the house!).

**Q. Do you ever have reflexology done on you before a performance to warm up and/or relax you?**

A. I usually do that on myself (but I will take volunteers) prior to a performance along with qi gong and deep breathing.

**Q. So how do you divide your time between reflexology and acting?**

A. Reflexology by day, performing by night! Sometimes rehearsals conflict with meetings, but not all the time.

**Q. What sparked your interest in reflexology? Where did you train as a reflexologist? How long have you been practicing reflexology?**

A. I was on my own healing journey and found Reflexology. I decided to go to school under Rachel Lord in Denver, at Just for Health school of Reflexology, and Healing arts. I have been practicing since 2002 as a student and 2004 as a ARCB certified professional.

## ARC BOARD DESCRIPTIONS & DUTIES

### PRESIDENT

The president is the chief administrative officer of the Associated Reflexologists of Colorado (ARC). The president is responsible for setting the agenda for each of the meetings and presides at all meetings of the Board and the membership. The president supervises all activities/operations of ARC. The president oversees the following activities:

- Makes sure that the Continuing Education (CE) Re-Approval Application is completed and submitted to ARCB every two years. ARC is approved as an ARCB CE provider through September 21, 2010. Adrienne Fahey is the person responsible at this time for submitting the re-approval applications.
- Follows up with the treasurer to make sure that the treasurer's bond is paid every year. Next renewal date is May 1, 2010.
- Follows up with the treasurer to make sure that the general liability insurance policy is paid yearly. Next renewal date is April 17, 2010.
- Makes sure that ARC files an income tax report with the IRS by April 15 of every year. ARC has hired Cynthia Ford to file the income tax report.
- Writes the quarterly President's Message for the ARC newsletter.
- Writes and/or provides any additional articles for the newsletter as necessary.
- Sees that all goals, projects, and resolutions of the ARC Board are carried in effect.
- Appoints any committees and fills any vacancies subject to Board approval, unless otherwise provided for in the ARC bylaws.
- Signs membership certificates as president of ARC.
- Signs as a second signer on any checks over \$300.
- Writes a letter to Vectra Bank at the end of his/her term, notifying them of the names of the new president and treasurer who are authorized to sign checks on the ARC checking account.
- Set date and meeting place for board meetings. Work with Membership Secretary to set up conference calling as needed for the board meetings

### VICE PRESIDENT

The vice president assumes the role of president in the absence of the president. (NOTE: At this time, the vice president does not automatically become president when the acting president's term of office expires.)

- Coordinates quarterly ARC meeting programs, including speakers: Queries membership for program/speaker ideas, interests, and resources; Lines up program/speakers in advance of meeting; Submits speaker bio and article on program to the newsletter editor for upcoming issue; Arranges with treasurer for a gratuity check for speakers. Current courtesy fee is \$50; and Writes thank-you note to speakers after program. Check can be included with thank-you note or given to speaker the night of the presentation.
- Coordinates ARC seminar(s): Queries membership for program/speaker ideas, interests, and resources; Investigates availability and costs of requested programs/speakers and percentage of income to ARC for coordinating seminar; Presents info at quarterly meeting and commits ARC membership to seminar; Arranges for seminar location, equipment, and other logistics; Works with treasurer for tracking participants, deposits, and ARC percentage; and Works with speaker to apply for ARCB and other national certification credits.

Writes any other articles for the newsletter as needed.

## ARC BOARD DESCRIPTIONS & DUTIES

### MEMBERSHIP SECRETARY

- Updates and oversees the printing of the yearly directory. Continues to add new members to the directory as needed by creating a separate page in the same format as the directory and handing it out to all members.
  - Updates the ARC member database and supplies mailing labels for the newsletter for every member to the newsletter editor assistant (currently Eve Busse) on a quarterly basis.
  - Updates the email distribution list of all members each year and continues to add new members as needed.
  - Prints a membership certificate for each new member. Signs, embosses, and mails this certificate – along with a copy of the welcome letter, directory, ARCB brochure, ARC brochure, and pre-addressed envelope to the new member – to the president for his/her signature. The president then forwards this entire packet to the new member. Makes sure that the new member's name is added to the database and the website before this packet is sent to the president for his/her signature.
  - Prints a membership card for renewing members. Signs the card and forwards to the president for his/her signature. The president will then forward the card to the renewing member.
  - Makes major update to the ARC website ([www.reflexology-colorado.org](http://www.reflexology-colorado.org)) once a year with all new members, calendar, events, links, etc. and makes continuous updates with speaker information for each meeting, new members, new links, etc.
  - Sends ARCB info to all members who request information.
  - Purchases supplies of certificates, gold seals, envelopes, cards, etc.
- Updates ARC brochures as needed and maintains a stock of ARCB brochures.
- Answers phone calls regarding membership info.
  - Writes any articles for the newsletter as needed.

**T**he ARC Newsletter is published quarterly. This newsletter is for the education of its membership and dissemination of health related information and news. The material should not be construed as medical advice, treatment or recommendation for self treatment where professional, medical intervention is the standard of care, and is not intended to replace professional medical care.

### RECORDING SECRETARY

- Takes minutes at all meetings of the ARC Board and membership. Emails a copy of the minutes to the newsletter editor for the quarterly newsletter.
- Emails a copy of the minutes to the members one week after the quarterly meeting?
- Maintains administrative files, newsletters from other reflexology associations, and any ARC-related correspondence.
- Provides notepad, pen, clipboard, sign-in sheet, and name tags for each meeting. Buys supplies as needed.
- Writes articles for the newsletter.

## ARC BOARD DESCRIPTIONS & DUTIES

### TREASURER

- Collects and deposits checks for membership, workshops, advertising, etc.
- Writes checks for association expenditures. Makes arrangements at the beginning of his/her term of office to go to any Vectra Bank to sign a signature card, giving him/her authorization to write checks.
- Makes a list of membership dues collected and mails list of membership with applications to the membership secretary. When combined ARC and RAA dues are collected, writes check to RAA for the RAA portion of dues and sends it to RAA along with copies of the applications and education certificates to the RAA treasurer.
- Makes calls to members regarding incorrect amount of dues sent, incomplete applications, etc.
- Changes address to the new treasurer on the bank statements and FedEx/Kinko's bills.
- Accounts for inflow (income) and outflow (expenditures) and reconciles bank statements.
- Prepares a statement of inflows and outflows.
- Prepares a budget.
- Gets an account of cash inflows and outflows (or financial statement) to the newsletter editor every quarter.
- Gives statement of inflows and outflows to accountant (currently Cynthia Ford) for IRS annual tax reporting.

### NEWSLETTER EDITOR

The newsletter is issued quarterly. Try to mail the newsletter 10-14 days prior to the quarterly meetings, which are always held on the second Tuesday of February, May, August, and November. Newsletters are usually 12 pages in length (in order to keep the cost of postage to one first-class postage stamp).

- Create schedule for ARC membership regarding newsletter information submission deadlines. Allow plenty of time for newsletter edit and design.
- Obtain articles from ARC Board and membership. Save in a folder on hard drive until time to design. President submits "President's Message." Vice President submits class and workshop information, including instructor bios. Membership Secretary submits "New Member" information. Other articles may be obtained from trade and reflexology association journals, news articles, and books, etc. It may not be possible to include all info in the newsletter. Prioritize as needed (dated material and relevance to upcoming workshops are used as a guide). Newsletter should reflect the professional image desired for the ARC.
- Publisher templates have been created. Use for ease. Modify as needed. Once formatted, create a .pdf file and distribute via email to Board for review and additional proofing. Give deadline for changes. Make changes as needed. Once newsletter is finalized, save again as a .pdf.
- Post a copy of the newsletter as a .pdf file on ARC website.
- Email another copy to FedEx Kinko's Highlands Ranch (usa0574@fedexkinkos.com). Give instructions for printing and contact number to call when printing is complete. Give Kinko's a follow-up call to make sure they received the newsletter because sometimes it goes into their junk file. Do not request folding which is an additional charge and it only takes Eve about 5-10 minutes to fold them.
- Confirm with membership secretary the number of copies to be printed (it needs to be a minimum of 45 or we will be charged more). As of November 2008, the newsletter will be distributed electronically to all ARC members with an email address. Those who do not have an email address will still receive a hard copy of the newsletter. Prior to November 2008, approximately 100 copies of the newsletter were printed. The newsletter will be mailed out once

**NEWSLETTER EDITOR (CON'T)**

a year before the May meeting.

- Any remaining copies are printed and distributed as follows: Vice President, 3 copies: Rachel Lord, 5 copies; and 10 copies to the membership secretary. Any others that are not mailed will be available to members at the quarterly meeting.
- Eve Busse helps distribute the newsletter. She picks up the newsletter from FedEx Kinko's (that's why the Highlands Ranch FedEx Kinko's store is used), folds them, addresses them, and mails them.
- The newsletter is printed on 11 x 17 paper, double-sided, black and white ink. Center fold and two staples are requested.

**ARC 2010 BALLOT  
Nominees are:**

**President**

\_\_\_\_\_ **Elizabeth Heard**

**Vice President**

\_\_\_\_\_ *please write in*

**Recording Secretary**

\_\_\_\_\_ **Beth Schroeder**

**Please mail in your vote no later than May 10th to the address below OR bring to the May 11th meeting:**

Associated Reflexologists of Colorado  
**P.O. BOX 697, ENGLEWOOD, CO 80151**

**ELECTION WILL TAKE PLACE AT THE MAY 11TH MEETING**



## Associated Reflexologists of Colorado

[www.reflexology-colorado.org](http://www.reflexology-colorado.org)

(RAA Affiliated State)

Membership Year: July 1 – June 30



Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Office Phone: ( ) \_\_\_\_\_-\_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_-\_\_\_\_\_ Website: \_\_\_\_\_

**NOTE:** Your office address will be used for the ARC/RAA online and print directory. Complete information as you would like it to appear. Check the following box if you do not wish your name to be added to the directory.

**No, I do not want to be included in online or print directories. PLEASE CHOOSE: EMAIL \_\_\_\_\_ (pdf in color) or PAPER \_\_\_\_\_ newsletter.**

### Professional Membership

	ARC RAA	New New	Renewal Renewal	<u>Prorated Last 6 mo NEW Member Only</u>
ARC/RAA Professional Membership		\$125 per year		\$105 – RAA only pro-rate Jan-Jun
Add - RAA Personal Page		\$ 70 first year	(\$35 after 1 <sup>st</sup> yr)	
Add - RAA Reciprocal Web link		\$ 15 per year		
ARC Professional Membership		\$ 50 per year		
RAA Professional Membership		\$ 75 per year		\$ 55 for January 1- June 30

**Professional Membership** requires completion of a 200 hour reflexology-only training course and certification by a school or a national non-profit reflexology testing board. Professional members may vote, hold office, and be eligible for a listing on the on-line directory. Documentation of specific reflexology training which has been certified by a school or certified /accredited teacher of reflexology is required. Hours of training from another therapy will not be considered. **Proof of 200-hour training or national board certification must be attached to process NEW applications.**

ARC/RAA reserve the right to verify all credentials.

School Name: \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_-\_\_\_\_\_ No. of Hrs Completed: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Are you nationally certified by a non-profit reflexology certification board?  Yes  No Certification # \_\_\_\_\_

Name/Address of Board: \_\_\_\_\_

### Associate Membership

	ARC RAA	New New	Renewal Renewal	<u>Prorated Last 6 mo NEW Member Only</u>
ARC/RAA Associate Membership		\$85 per year		\$70 – RAA only pro-rate Jan-Jun
ARC Associate Membership		\$35 per year		
RAA Associate Membership		\$50 per year		\$35 for January 1- June 30
Add - Reciprocal Web link for Business and Schools		\$15 per year		

**Associate Membership** is open to non-certified reflexologists not meeting the Professional member level standards, a student training in reflexology, a client or other interested person, an agency, a school, a business, a manufacturer, state association, or any other entity concerned about, and desiring to support the growth and development of the field of reflexology. **Associate member schools and offices** are eligible for a listing on the on-line directory. ARC/RAA reserves the right to verify all credentials.

I want to be a ARC volunteer:  Newsletter  PR  Membership  Legislation  Continuing Education  Other \_\_\_\_\_

I want to be a RAA volunteer:  Magazine  Conference  Membership  Legislation  Education  Website  Other \_\_\_\_\_

**I verify that I have met the requirements for the level of membership which I am applying and I have included all required documentation.**

**I understand that if any of the above information is found to be incorrect or invalid, my membership will be denied.**

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

<p><b>Make checks payable to: ARC</b>  <b>NOTE: An application MUST accompany your payment</b>                  Attn: Treasurer Email: <a href="mailto:reflexology@thebossgrp.com">reflexology@thebossgrp.com</a>                  PO Box 697                  Englewood, CO 80151 Tel: 303-886-0673</p>	<p><b>ARC USE ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">Received by:</td> </tr> <tr> <td style="width: 50%; padding: 2px;">Date - ARC:</td> <td style="width: 50%; padding: 2px;">Date - RAA:</td> </tr> <tr> <td style="padding: 2px;">Check # and Amount</td> <td style="padding: 2px;">Check # and Amount</td> </tr> </table>	Received by:		Date - ARC:	Date - RAA:	Check # and Amount	Check # and Amount
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**RAA Members: Please note that RAA Delegates Beth Schroeder and Elizabeth Heard are available to answer any questions you may have regarding RAA. Beth Schroeder: [schroeder90@msn.com](mailto:schroeder90@msn.com); Elizabeth Heard: [abalancedsole@qwestoffice.net](mailto:abalancedsole@qwestoffice.net)**

Views expressed in articles and advertisements in this newsletter are not necessarily those of the ARC,  
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**FOOT NOTE**



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