

BUCKHORN FALLS ACADEMY



CATALOG OF TRAINING

BUCKHORN FALLS ACADEMY
IS A PRIVATE TRAINING FACILITY SPECIALIZING IN SEMINARS, COURSES,
AND TRAINING IN LEADERSHIP CONCEPTS AND SKILLS

Licensed in Oklahoma by the Board of Private Vocational Schools

Table of Contents

Purpose / Mission Statement
Contact
Commencement of Courses or Programs
Application
Course Completion Requirements and Refund Policy Information
Course Lessons and Materials
Grading
Officers
School Board
Buckhorn Falls Academy Certification
Student Conduct
Programs Overview
Teamwork Principles
Curriculum
Outcome of this Vocational Program
Syllabus
Books and Materials List
Instructors
Enrollment Form Student Copy
Refund Policy
Enrollment Form School Copy

Purpose

Buckhorn Falls Academy has been founded for the purpose of hosting special seminars, retreats, and studies on various subjects of political, health, and world interest.

Contact:

Buckhorn Falls Academy
3215 Cooper Memorial Dr.
Sulphur, Oklahoma 73086

Where appropriate, completed exams can be faxed to: 580-622-6999,
Or emailed to: waterfalls_ranch@yahoo.com

The school office is open Monday through Friday from 9:00 to 5:00 central standard time except on national holidays.

The Director of Education is available Wednesday and Thursday (except on national holidays) during office hours for counseling.

All checks should be written to:
Buckhorn Falls Academy

Major credit cards are accepted.

Buckhorn Falls Academy is owned by Baron Rittiner and Danna Hallmark

General Information:

Commencement of Courses or Programs:

Courses, Programs and seminars are available to corporate and school groups and are scheduled throughout the year to match the needs of those who want to participate. However, standing training sessions are scheduled for the first week of October and the first week in April, annually.

Application:

A group, individual or corporation can apply for training collectively or as an individual. High school diploma or GED is required of participants unless a group is under the age of high school graduation.

Course Completion Requirements and Refund Policy Information:

Buckhorn Falls Academy completes all course or seminar work within the allotted time of each seminar or program that is scheduled. No refunds are available unless request is made 30 days prior to the time scheduled for the training.

Course Lessons and Materials:

All lessons and materials will be provided each participant at the beginning of each seminar, program or course. After the training begins, refunds for materials are not available.

Grading and Completion:

Buckhorn Falls Academy training is conducted with full participation of trainees in all facets of the training activities. At completion of these activities and participation, each trainee will be given a certificate of completion from Buckhorn Falls Academy.

Officers:

President, C.E.O.
Assistant to the President
Director of Education
Contact

Baron Rittiner
Christy Rittiner
Danna Grace Hallmark
Baron Rittiner

School Board:

The School Board is comprised of the President/CEO, Director of Education, and the Assistant to the President. If a question arises relating to the philosophy, content, presentation or some other aspect of a particular course, the faculty member and department head associated with that course will be called as a temporary member of the board. That temporary membership status will remain in effect only until the question has been resolved. The President/CEO is chairman of the board.

Buckhorn Falls Academy Certification:

At the conclusion of the activities of each seminar or program, the participation and interest of each trainee will determine whether he/she receives a Certificate of Completion from Buckhorn Falls Academy.

Student Conduct:

Buckhorn Falls Academy is a professional organization run on professional principles. All trainees and affiliates of the Academy will be expected to conduct themselves according to those same principles while they are associated with the Academy.

Programs Overview:

Buckhorn Falls Academy seminar and program participants receive is a unique type of leadership training. Our training and programs are geared to provide the intellectual

and academic tools that will enable participants to deal with problems that arise in the lives of individual as well as in group, family, or corporate situations.

Teamwork Principles:

This program or seminar consists of eight lessons, with exercises and quizzes scattered throughout. Each lesson should be completed in one contact hour. These eight hours can be completed within one day or can be sectioned for two or three days according to the wishes of the participants. This is all scheduled at least 30 days prior to the event.

Curriculum:

Course: Teamwork

Staff:

Lessons

Baron E. Rittiner	Lesson #1: Introduction to Teamwork, The Five Assurances of a Functioning Team
Baron E. Rittiner	Lesson #2: The Equal Status Mindset
Baron E. Rittiner	Lesson #3: A Matter of Survival
Baron E. Rittiner	Lesson #4: The Purpose of a Team and How It Functions
Danna G. Hallmark	Lesson #5: The Assured Team / Assurance of Yourself
Danna G. Hallmark	Lesson #6: The Assured Team / Assurance of Others
Danna G. Hallmark	Lesson #7: Observing Your Team
Baron E. Rittiner	Lesson #8: What a Functioning Team Looks Like

Outcome of this Vocational Program:

When a student completes the Wellness Laboratory Technician Program he can advertise in his area and, for a fee, collect laboratory specimens, perform the laboratory procedure and send the results to Natural Healing Direct to be analyzed. He can start a private business and can also supplement his income with sales of formulas that are recommended to the patients. Completion of the Naturopathic Counselor Program will entitle the graduate to meet with and counsel patients according to the findings and reports from Natural Healing Direct on a contractual basis.

Teamwork Seminar or Program:

Syllabus

- **Introduction to Teamwork, The Five Assurances of a Functioning Team**
Building Your Company's Vision, Refocus Your Thinking (exercise), Introducing the Five Assurances
- **The Equal Status Mindset**
How Team Members Traditionally Think of a Team, False Impressions of Status, The Realistic View of a Functioning Team,
- **A Matter of Survival**
A Matter of Survival, Getting to Know Each Other, Communicating
- **The Purpose of a Team and How It Functions**
The Purpose of a Team, How a Team Functions, Vital To Your Existence, Depending on Each Other
- **The Assured Team / Assurance of Yourself**
The Assured Team, How Assured Are You (exercise), Assurance of Yourself, Assurance That You Will Be Equally Heard, Assurance That Your Input Will Be Equally Considered
- **The Assured Team / Assurance of Others**
The Assured Team, Assurance By Others, Assurance Of Commitment To The Same Goal, Assurance of Responsibility To The Team Project, Assurance Of Accountability To The Total Outcome of The Project.
- **Observing Your Team**
Taking Action, Observing Your Team
- **What a Functioning Team Looks Like**
What A Functioning Team Looks Like, Where From Here?

Books and Materials List:

Course or Seminar	Books and Materials Title	Price
Teamwork		
Teamwork, The Five Assurances of a Functioning Team	Book	\$25.00
	Workbook	\$15.00

Faculty:

The faculty of Buckhorn Falls Academy is comprised of highly dedicated individuals from diverse backgrounds who share the ideals of the founders of the academy and who understand the goals of the institution. Because of the state-of-the-art focus of the academy, there are many times when members of the faculty are called on to blaze trails and improvise methods and materials to correctly teach courses and programs where no teaching materials exist. You, the student are the immediate recipient of the fruits of that hard work. Your grandchildren and the world in general will be the long-term recipients.

We proudly present Instructors:

Baron E. Rittiner
Danna G. Hallmark

Baron E. Rittiner

Baron was the Managing Director at IWS, with proven success in Management Consulting, ePerformance Support and eCommerce solutions. He has the unique ability to translate complex technology into compelling, actionable value. He is a visionary with a passion for developing new global markets and turning around corporate performance.

Baron enables organizations to create compelling offers and enablement programs. Clients include Sprint, Sun Microsystems, 3Ga, Digital Creators and Plus Delta Performance Systems. Significant increases in clients' revenues resulted from Baron's development of compelling value proposition, go-to-market strategy, channel distribution map, sales and support enablement and market penetration incentives for new products and services globally.

Recruited to the eBusiness Marketing 'start-up' division at IBM (one of only 5 Strategists Worldwide¹) Baron developed the market strategy and executed sales programs for eBusiness (internet) products. He worked with the IBM Research labs globally to translate technology (300+ page documents) into compelling product offers (2 page).

Centralizing all different field 'in-country' geography marketing organizations (each country had staff, programs, budgets) to a Worldwide Team working with 3 geographies (Americas, AP, EMEA) significantly increased quality and therefore effectiveness, while lowering costs. Baron's team increased IBM eBusiness *software only* revenue from \$3 million to \$937 million in 4 years! Business Partners achieved 10x leverage selling the total solution, or \$9.37 billion! Baron also initiated distance-learning programs, resulting in the IBM eBusiness University. Enablement costs were reduced 54% while increasing effectiveness and time-to-market.

As Area Network Solutions 'Swat Team' Manager at Hewlett Packard (Digital), Baron received two *DECATHLON Sales - 'Top 1%'*, and five *DEC 100* sales awards by successfully deploying complex, enterprise solutions. He established multiple million-dollar software licenses and OEM agreements with American Airlines, Texas Instruments, EDS, and Lockheed Martin. Baron regularly taught at the HP's *Top Gun Sales School*, a distinction that only 50 Sales Reps had worldwide.

Baron is a graduate of UNT where he holds a BBA with honors, dual major (Finance and Real Estate). 100% self financed working 3 part time jobs. While working in London for 3 years at Strategic Metals Corporation, Baron attended various university programs, including the University of London's Leadership Development Program. He is also a certified developer and instructor of Lotus LearningSpace (Distance Learning). He is also certified in IBM WebSphere (Web Application Server) and Sprint TCPip interconnect networks.

Danna Grace Hallmark, DN, NMD, CN

Danna Hallmark was CEO of Hallmark Wellness Group and CEO, Director of Education, Chairman of the Board and founder of Hallmark Naturopath College until 2003. She taught in all the existing programs at the college and was responsible for the discovery and development of new material and programs. Her responsibilities include overseeing the development of the testing, research and marketing aspects of the clinic, Ounce of Prevention Wellness Center, and the development of the private label brand, Hallmark Wellness Group Brand supplements, nutraceuticals and rain forest botanicals. She was also founder and CEO of Natural Healing Direct, an Internet natural health testing and reporting development.

- 1980 Founder Ounce of Prevention Wellness Center
- 1982 Awarded honorary Doctorate, JFK Memorial School for the Healing Arts, Gary, IN
- 1987 Founded Hallmark Natural Home Health Outreach
- 1993 Opened C&D Marketing, a marketing company for natural methods and products
- 1993 Developed oktour.com, the first internet marketing site for the State of Oklahoma Travel and Tourism Department
- 1994 Initial in rewriting Allopathic Medical Licensure and Supervision Act in Oklahoma which exempted all natural healing modalities from entanglement in the Medical Act thus opening the state of Oklahoma to proper development of

- natural methods
- 1996 Founded Hallmark Naturopath College, state licensed private school
 - 1997 Began negotiations with the liaison of the Suriname, SA government for Naturopathic testing of all unlisted rainforest botanicals from that country
 - 1998 Introduced private label brand of supplements and nutraceuticals
 - 1999 Invited to “summit” for integration of medical, osteopathic, chiropractic, naturopathic therapies into a continuum as the guest of Dr. Clyde Jensen, president of National and Southwest Colleges of Naturopathic Medicine.
 - 1999 Developed outreach laboratories in other states
 - 2000 Launched naturalhealingdirect.com, an internet natural health testing development
 - 2001 Named Subject Matter Expert on Alternative Schools by the State of Georgia
 - 2002 Worked with State of Louisiana Office of Insurance Commissioner to formulate a comprehensive Wellness Protocol for that state
 - Organizing FDA research project for Alternative Practitioners
 - 2000-2004 Worked with pioneers of Transactional Analysis to move the focus of that system of analysis out of the Psychology arena, by developing a user-friendly applied version of it. Wrote, edited and collaborated with pioneers in that field to write books and training materials for the new version.
 - 2004-2006 Wrote books and training materials for corporate coaching facilities such as Edmundson Northstar Institute in Memphis, TN.
 - 2007-present Developing Buckhorn Falls Academy, authoring books and training materials on Leadership Training Subject.
 - 2007 Participated in Leadership Training for students from the countries formed by the split-up of the former USSR through Pacific Intercultural Exchange/FLEX sanctioned by the United States Department of State.

Teamwork Enrollment Form

Submit this copy to the academy

			Date:
Last Name:		First Name:	Initial:
Street Address:			
City:		State:	Zip:
Home Phone:		Work Phone:	Fax Number:
Method of Payment:		Cash [] Check [] #	The holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.
Credit Card: []		Type: VISA, MC, etc.	
Card #		Exp. Date: MM/YY	
Teamwork			
Payment #	Amount:	Due Date:	
Total	\$250.00		
I have read the refund policy contained within this catalog (note: 3-day cancellation 100% refund policy) and understand all aspects that are included in the enrollment agreement.			
Student Signature:			Date:
Signature of School Official:			Date:

Refund Policy:

(a) **Termination date.** The termination date for refund computation purposes is the last shipment of materials to the student or the last test submission from the student. Notice of cancellation or withdrawal must be given by certified mail. Until school officials receive such certified request for cancellation, the cancellation or withdrawal is not valid.

(b) **Refund policy.** The following rules determine the refund policy of Hallmark College.

- (1) **Rejection.** An applicant rejected by the school shall be entitled to a refund of all monies paid minus \$25.00.
- (2) **Three day cancellation.** From the time he enrolls or purchases a lesson packet and equipment, a student has three days to contact the school by phone, fax or email to cancel his enrollment contract.
- (3) **Other cancellation.** An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.
- (4) **First week.** For a student terminating training after entering school and starting the course of training but within the first week, the tuition retained by the school shall be 10% of the contract price of the course plus \$150.00, but in no event more than \$350.00.
- (5) **After first week.** For a student terminating training after one week but within the first 25% of the course, the tuition retained by the school shall be 25% of the contract price of the courses plus \$150.00.
- (6) **After 25%.** For a student terminating training after completing over 25% but within 50% of the course, tuition retained by the school shall be 50% of the contract price of the course plus \$150.00.
- (7) **After 50%.** A student completing more than 50% of the course is not entitled to a refund of any tuition.
- (8) **Special cases.** In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.
- (9) **Discontinued class** In case the school discontinues a class, but training is still being offered in other areas, all tuition monies (student loan, grant, and etc.) paid to the school will be refunded. If the school does not restart classes within 30 days it will be obligated to pay a refund.

(c) **Extra expenses.** Items of extra expense to the student such as postage, sales tax, personal computer hardware or software, fax machines, email contracts, rentals, or other paraphernalia required to complete the lessons is not considered in this refund policy. All books, VCR tapes, cassettes and lab supplies purchased by the student at enrollment are the property of that student from the time it leaves the school premises and is not subject to refund with the following exception: Any package of supplies returned to the school with outside shipping box unopened within 21 days of the actual purchase will be accepted for a refund. A 20% restocking fee plus shipping and handling cost will be deducted from the original purchase price before the refund is computed.

Teamwork Enrollment Form

Student's Copy

			Date:
Last Name:	First Name:	Initial:	
Street Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Fax Number:	
Method of Payment:		The holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.	
Cash [] Check [] #			
Credit Card: []	Type: VISA, MC, etc.		
Card #	Exp. Date: MM/YY		
Teamwork			
Payment #	Amount:	Due Date:	Paid:
Total	\$250.00		
I have read the refund policy contained within this catalog (note: 3-day cancellation 100% refund policy) and understand all aspects that are included in the enrollment agreement.			
Student Signature:			Date:
Signature of School Official:			Date: